



Job Description

Date: September 12, 2017
Title: Loan Officer
Location: Boston, MA

Organizational Overview

Community Health Center Capital Fund is a nonprofit organization located in Boston, which supports the growth and development of community-based health centers serving low-income and uninsured populations by providing capital structured to meet health centers' needs. Capital Fund provides direct loans and New Markets Tax Credit financing to health centers primarily for facility construction and expansion.

Position Summary

We are seeking a person with the right experience and outlook to join our lending team in order to increase our impact and grow our portfolio. The successful candidate will focus primarily on sourcing and underwriting new commercial real estate loans and New Markets Tax Credit transactions to community health centers. The Loan Officer will also assist in portfolio and program management. The position reports to the Director of Loan Programs.

Responsibilities:

The Loan Officer will have significant responsibility in the following areas:

- Source loans from new and existing clients via marketing activities, organizational web site, referrals, and professional conferences;
- Underwrite and present credit opportunities to Investment Review Committee for approval;
- Monitor outstanding loans and participate in risk mitigation strategies as necessary;
- Maintain strong relationships with borrowers, other lenders, funding sources and colleagues;
- Assist in portfolio and management reporting.

Qualifications:

- Positive, outgoing, self-directed attitude with the ability to multi-task, meet deadlines and remain flexible;
- Experience in commercial real estate and construction loan underwriting (2 years minimum);
- Familiarity with the New Markets Tax Credit financing program;
- Prior experience in assisting mission driven organizations;
- Experience in underwriting health centers or similar organizations a plus;
- Strong communication and interpersonal skills are required, attention to detail a must;
- A bachelor's degree is required, preferably in business, accounting, health care management or a related field. An advanced degree is preferred;
- Excellent MS office skills (Word/Excel/PowerPoint).

The position involves some travel (up to 10% of time) to industry conferences, events and client meetings.

As a growing entrepreneurial non-profit organization, Capital Fund provides exceptional opportunities to its staff members. The position offers a competitive salary and benefits package. A complete job description is available at <http://chc-capitalfund.org/>. Interested candidates should send a cover letter, resume, salary history, and salary requirements to Kathryn Graves, graveskatl@gmail.com.

No phone calls, recruiters, or staffing firms please!!

Capital Fund is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, age, sex, sexual orientation, religion, veteran's status, military status, creed, physical or mental handicap/disability or national origin.