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## **JOB DESCRIPTION**

### **Position: Asset Manager**

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#### **Responsibilities**

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The Asset Manager works under the supervision of the Vice President of Portfolio Management to monitor loan portfolio performance, collateral review and evaluation, loan servicing, special asset management, and reporting. The position supports the work of the VP of Portfolio Management. The position involves direct contact with our borrowers and clients.

- Underwrite modification, workout and restructure proposals in consultation with staff and borrowers, and present credit proposals to board committees
- Initiate appropriate follow up and monitoring actions for non-performing and at-risk borrowers, including technical assistance needs
- Conduct borrower reviews. Perform analysis of the financial, management and development capacity of borrowers
- Conduct and document physical inspections of project sites and collateral real estate
- Provide periodic valuation and analysis of the collateral securing the portfolio
- Assist with social impact reporting and technology needed to provide quality reports
- Review and approve construction draw budgets and disbursements including closing draw disbursements
- Assist with receivable collections, assist with invoicing and other servicing activities
- Assist with routine compliance monitoring for existing portfolio, including financial statements, project reports, take-out financing status, legal and general borrower status
- Assist with all aspects of the loan payoff process including receipt of payment, release of security documents, notifications and refunds to borrowers, credit file documentation and transfer, and all internal processing tasks
- Prepare portfolio reports
- Complete other assignments as required

#### **Nature & Scope of Working Relationships**

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The Asset Manager position is required to maintain effective working relationships with CCLF team members; borrowers and their partners; consultants and vendors; financial institutions; state and federal agencies; CCLF Board of Directors; investors and funders and industry peers. This position reports to the Vice President of Portfolio Management.

#### **Major Challenges/Performance Measures**

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The major challenge of this position is to provide prompt, accurate and superb customer service to a portfolio of highly diverse borrowers and projects; while insuring a high level of quality and performance from the loan portfolio.

Performance measures include: maintaining a depth of knowledge of each loan/borrower; proactive and timely problem solving; outstanding customer service; aggressive management of delinquencies; prompt

management of non-performing and at-risk borrowers; timely and accurate reporting across the organization; and maintaining current, accurate, and organized loan management system and credit files.

## **Qualifications**

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The Asset Manager will possess the following:

- 3-5 years previous asset or portfolio management experience with a financial institution
- Previous financial and project analysis experience
- Previous work experience in community development, real estate lending or asset management
- Working knowledge of the community, economic, and affordable housing development industry
- Ability to perform financial and project analyses
- Strong mathematical skills
- Strong oral and written communication skills
- A keen attention to details
- Ability to work successfully with a diverse range of community-based groups
- A proficiency with Microsoft Access database software
- Ability to organize and handle multiple priorities simultaneously
- Demonstrated project management and problem-solving abilities
- Ability to work effectively in a team work environment
- Working knowledge of the Metro Chicago area

**Minimum educational requirement:** Bachelor's degree in business, real estate, economics, urban planning or a related field.

## **Work Conditions**

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Majority of time is spent indoors in an office atmosphere. Occasional local travel may be required. While performing the duties of this job, the employee is regularly required to sit, use hands, talk and hear. This position requires occasional standing, walking, kneeling and crouching. This employee must occasionally lift and/or move up to 25 pounds.

It is the policy of the Chicago Community Loan Fund not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, marital status, sexual orientation, gender identity or veteran status.

Please submit cover letter and resume to [jobs@cclfchicago.org](mailto:jobs@cclfchicago.org)