

---

## **JOB DESCRIPTION**

### **Position: Senior Loan/Program Officer**

---

#### **Responsibilities**

---

CCLF's Senior Loan/Program Officer markets lending products and technical assistance programs while originating, underwriting and managing loan requests from community based organizations engaged in community and economic development initiatives.

- Serve as a senior commercial lender responsible for originating, underwriting, and managing the approval process while acting as and the liaison for CCLF's customers through the closings process
- Responsible for generating and underwriting loan opportunities that turn into a minimum of \$7 million in closed loans annually
- Market CCLF's lending and technical assistance programs
- Develop strategic partnerships with municipalities, umbrella agencies, etc.
- Provide technical assistance to prospective borrowers regarding economic development projects including residential and commercial real estate, community facilities, and business enterprises
- Determine the feasibility of credit requests
- Review and analyze third party reports such as appraisals, environmental assessments, surveys, title commitments, and market studies
- Coordinate loan closings in collaboration with other team members
- Participate in the loan portfolio management process, including routine monitoring, disbursement management and modifications as well as appropriately package loan applications and approvals leading to effectively on-boarding and booking of new loans
- Maintain accurate and complete loan files
- Participate in the development of new credit products and technical assistance programming
- Assist with the general promotion of CCLF among prospective investors
- Complete other assignments as required

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

---

The Senior Loan Program Officer position requires a leader who will develop and maintain working relationships with borrower organizations; financial institutions; state and federal agencies; consultants and advisors; other public/private institutions; peers and team members; the Board of Directors and its committees; and the President, COO and the Director of Lending. This position reports to the Vice President of Lending.

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

---

The primary challenge of this position is to soundly, yet creatively, underwrite a high volume of loan applications from credit and/or capacity challenged customers while simultaneously maintaining full engagement in marketing activities. The secondary challenge is cultivating a new network of relationships in addition to growing the ideal candidate's existing book of business among CDCs/CBOs, umbrella agencies, other CDFIs and others that will allow CCLF to expand its social impact throughout Chicago and the region. A tertiary challenge is providing high-touch technical assistance during the origination and underwriting processes with maximum efficiency while maintaining a high level of customer appreciation.

Performance measures include: development of new and management of existing ideal candidate's book of business with clients and strategic partnerships; maintenance of a high level of customer service (technical assistance provision); sophistication of underwriting; dynamism of marketing activities leading to annual new closed loan volume of a minimum of \$7 million and collection/maintenance of social impact data.

---

## Qualifications

---

The successful candidate will possess the following:

- 5+ years of previous experience and a proven track record in commercial real estate originating and underwriting including affordable housing, retail, community facilities with some level of small business originating and underwriting that includes working capital and equipment financing
- Demonstrate how they have and can continue to generate and close a minimum of \$7 million annually in loan volume
- Demonstrate superior oral and written communication skills
- Demonstrate proven mathematical skills with the ability to perform financial and project analyses
- Strong marketing and relationship building skills
- Ability and enthusiasm to work successfully with a diverse range of community-based groups
- Ability to organize and handle multiple priorities simultaneously
- Demonstrated project management and problem-solving abilities
- Creativity and strong problem resolution abilities
- Deep knowledge of and established relationships with sources of housing and business financing and technical assistance within the community development arena
- Keen attention to detail
- Ability and enthusiasm to work effectively in a team
- High proficiency with the Microsoft Office Suite (specifically with Excel, Word, and Access)
- Stark comfort with decision making and risk taking with mitigation

The ideal candidate will possess the above in addition to the following:

- Commercial real estate origination and underwriting experience preferred
- A desire and proven track record to stimulate and drive new closed loan volume
- Existing book of real estate businesses that have a high probability of obtaining financing
- Fluent in Spanish
- Training and experience in Low Income Housing Tax Credit and New Markets Tax Credit transactions
- MBA or a Master's Degree in finance, economics, or urban planning and development

**Minimum educational requirement:** Bachelor's degree in finance, business, urban planning, or a related field. Bilingual skills (English/Spanish) are preferred, but not required.

---

## Work Conditions

---

Time will be split between office and field work leading to new annual closed loan growth. Travel is required throughout CCLF's target market. 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.



**CHICAGO COMMUNITY LOAN FUND**

*29 East Madison, Suite 1700*

*Chicago, IL 60602*

*312.252.0440*

*www.cclfchicago.org*

---

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.

**To Apply**

**FOR CONSIDERATION PLEASE SUBMIT RESUME TO: [JOBS@CCLFCHICAGO.ORG](mailto:JOBS@CCLFCHICAGO.ORG).**

**No phone calls please.**