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## **JOB DESCRIPTION**

### **Position: Portfolio Management Analyst**

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#### **Responsibilities**

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The Portfolio Management Analyst provides critical and substantive support to CCLF's Portfolio Management, Lending, and Marketing teams, enjoying a wide range of duties and responsibilities. The position supports the work of the Asset Managers (AM) and the Portfolio Management Team, but also provides specific support to the Chief Risk Officer and Vice President of Portfolio Management. The position includes direct and indirect contact with and service to CCLF's borrowers and investors.

- Serve as the key financial analyst for the Portfolio Management Department
- Serve as the liaison in the Portfolio Management Department between the Asset Managers and borrowers
- Collect and analyze borrower and guarantor financial statements and analyze for loan renewal, restructure and modifications
- Assist borrowers through the loan renewal, restructure and modification process
- Schedule site visits and meetings with borrowers as needed (managed by AM)
- Coordinate and monitor loan covenant tracking
- Serve as primary contact person for borrower compliance
- Produce and distribute periodic borrower mailings (e.g. surveys) with supervision from Chief Risk Officer and Vice President of Portfolio Management
- Assist with the maintenance of the loan portfolio databases (including borrower addresses) and credit files
- Assist with Technical Assistance programs, workshops, and reporting
- Research programs and initiatives of interest to CCLF as necessary
- Other duties as assigned

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

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The Portfolio Management Analyst position requires maintaining working relationships with fellow team members; borrowers; consultants; vendors; financial institutions; other public/private sector institutions; peers in the field of community development; and committee volunteers. This position reports to the Chief Risk Officer and Vice President of Portfolio Management but also works with direction from the Asset Managers.

#### **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 wide array of stakeholders including investors, borrowers and senior management while insuring a high level of accuracy and quality in loan portfolio reporting.

Performance measures include: maintaining a depth of knowledge of each loan/borrower; proactive and timely problem solving; outstanding customer service; accurate reporting across the organization; and maintaining current, accurate, and organized loan management system and credit files.

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## **Qualifications**

The Portfolio Management Analyst will possess the following:

- Working knowledge of financial analysis including balance sheets and income statements
- Expert in Excel and PowerPoint
- Working knowledge of affordable housing, economic development and other community financing
- Excellent oral and written communications skills
- Strong marketing skills
- Strong quantitative skills
- Ability to organize and handle multiple priorities simultaneously
- Ability to work with a diverse range of community-based groups
- A keen attention to detail
- Ability to work effectively in a team environment
- Working knowledge of Microsoft Office, Access and/or other database programs
- Working knowledge of GIS software

**Minimum educational requirement:** Bachelor's degree in Urban Planning, Business, Real Estate, Economics, Accounting or Finance or a related field.

To be considered and remain eligible for employment with CCLF, the individual must be an established Illinois resident at or by the time individual commences employment, and remain a permanent Illinois resident throughout the individual's employment with CCLF.

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## **Work Conditions**

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.