



NCIE<sup>SM</sup> NATIONAL  
COMMUNITY  
INVESTMENT  
FUND

LEVERAGING CAPITAL FOR CHANGE<sup>SM</sup>

# Commercial Credit Underwriter/Credit Analyst

April, 2023

POSITION PROFILE





## ABOUT NATIONAL COMMUNITY INVESTMENT FUND

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### Overview

National Community Investment Fund (**NCIF**), is an impact investor and national nonprofit Community Development Financial Institution (CDFI) formed in 1996 with a mission to increase access to responsible financial products and services in underserved communities. Currently, total assets under management at NCIF are ~ \$210 million, including a balance sheet of \$60 million and \$158 million of New Markets Tax Credits (NMTC) allocations. In 2019, NCIF launched a \$30 million Credit Strategies Fund for lending and is in the process of raising another \$30-\$50 million of debt capital to support growth and impact. NCIF achieves its mission via three complementary business lines:

1. Equity Investing in mission-oriented Certified Development Financial Institutions (CDFI), Minority Depository Institutions (MDIs), and Mission-Oriented Financial Institutions (MOFIs) as agents of change across the US and its territories. These can be banks and non banks as well as large corporates that act as anchors in communities. NCIF is the largest investor in the CDFI banking industry, with investments in ~ 10% of all certified CDFI Banks;
2. New Markets Tax Credits: Since 2003, NCIF has received \$376 million in NMTC allocations that are being deployed into real estate, operating companies, health care facilities, schools, other nonprofit and for-profit impact-oriented businesses in partnership with local CDFI institutions; and
3. Lending: NCIF makes loans in partnership with CDFIs, MDIs, and MOFIs to enhance the impact of projects that benefit underserved communities.

Impact measurement is the foundation of NCIF's work and supports all of our business lines. NCIF pioneered the use of Social Performance Metrics ([www.bankimpact.org](http://www.bankimpact.org)) and is developing a cloud-based core data platform to support data analytics.

## THE OPPORTUNITY

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The commercial credit underwriter/credit analyst, is part of the Lending and NMTC teams that originate/participate in loans to real estate and operating companies, nationally. Responsibilities include:

### Perform Underwriting and Financial Analysis on NMTC and Loans

- Gather data and perform due diligence on the borrowers/guarantor, including economic/industry assessments.
- Spread financial statements and create operating projections to perform financial statement analysis, cash flow analysis, repayment analysis, risk, and mitigant assessment.
- Analyze borrowers' budgets and projections to assess and stress test debt service capacity.
- Assist in credit write-ups and presentations at loan committee.
- Assist in assessment of collateral.
- Input data into loan management system, as needed.
- Special projects as determined by Head of Department.

### Asset Management

- Annual reviews of borrowers/guarantors including evaluation of risk ratings.
- Monitor projects during construction, including review of third-party construction reports, construction draws and budgets.
- Ensure that all transactions comply with the terms of legal agreements and cash flows are consistent with financial projections. Ensure compliance of all covenants and conditions.
- Support control/loan servicing departments with post close monitoring/reporting.







## CANDIDATE PROFILE

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- Passion for community development and for improving the lives of individuals in underserved communities.
- Bachelor's degree (or comparable work experience), preferably in Business, Accounting or Finance.
- 2 - 7 years of experience with credit underwriting/financial analysis. Candidates with more relevant experience will be considered in a more senior capacity.
- Experience in banking, CDFI, NMTC or lending departments and nonprofit organizations would be a plus. Demonstrated understanding of credit and financial analysis, with formal credit training a plus.
- Strong attention to detail and analytical skills. Proficiency in MS Office with strong expertise in MS Excel.
- Ability and willingness to work in an entrepreneurial organization positioned to grow.
- Ability to work on multiple projects simultaneously. Demonstrated oral and written presentation skills.
- Ability to work and communicate to varying levels of business stakeholders and technical teams.
- Preference to candidates who are residents of Chicago, work on a hybrid schedule or are willing to relocate.

# Expressing Interest

August Leadership, a global firm with a leading Social Impact/Non-profit practice has been exclusively retained for this engagement. Leading the search are Nicole Kamaleson and Kristina Kalkman, Partners in the firm. They will be supported by a team of consultants and researchers. To make recommendations, please email us at [ncif@augustleadership.com](mailto:ncif@augustleadership.com). To express your interest, please send a resume, a one-page cover letter, and a writing sample to [ncif@augustleadership.com](mailto:ncif@augustleadership.com). Resumes without a cover letter and writing sample will not be considered.

NCIF is an equal opportunity employer and provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation except where such distinction is required by law.

## CONTACT INFORMATION

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