



LEVERAGING CAPITAL FOR CHANGESM

National Community Investment Fund Job Description

Job Title: **Sr Asset Management Analyst/ Asset Management Analyst**
Reports to: Director, Portfolio and Compliance Management

National Community Investment Fund (NCIF; www.ncif.org) 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.

NCIF focuses on impact generation across economic opportunity, racial justice and environmental justice issues. Total assets under management at NCIF are around \$260 million, including a balance sheet of approximately \$78 million and \$183 million of New Markets Tax Credits (NMTC) allocations as of July 31, 2024. In 2019, NCIF launched a \$30 million Credit Strategies Fund for lending and has recently raised \$18 million of debt capital as of July 2024 to support growth and impact. NCIF meets its mission via the following complementary lines of businesses:

1. **Equity Investing:** We invest in/lend with mission-oriented financial institutions (CDFI banks, minority banks, CDFI loan funds and others) with equity, debt and deposits investments. NCIF is the largest investor in CDFI banks with investments in 17 institutions (>10% of sector). Selectively NCIF will invest in financial and green technology corporations that are mission aligned;
2. **New Market Tax Credit deployment:** We have received \$401 million in NMTC allocations and are deploying it into nonprofit and for-profit impact-oriented operating companies and real estate such as, health care facilities, and schools.
3. **Lending:** NCIF is building a portfolio of loans that are focused on supporting businesses, housing communities, education, healthcare and other sectors that are mission aligned. To further that reach, we are launching a platform to originate and syndicate loans among the NCIF Network of Banks. We have also launched an initiative to lend to greenhouse gas reduction projects that are aligned with the EPA goals around (a) net-zero buildings (b) zero-emission transportation and (c) alternative energy source (i.e. solar) in underserved communities nationally.
4. **Impact measurement** is the foundation of NCIF's work and supports all our business lines. NCIF pioneered the use of Social Performance Metrics (www.bankimpact.org) and is developing a Large Language Model/Generative AI based Data Analytics Platform to catalyze additional capital to the sector.

The Asset Management Analyst role will be part of the portfolio and compliance management department. This role will support asset management, compliance, and reporting in lending and NMTC.

Responsibilities:

Construction Loan Administration

- Process, post, and maintain files on draw requests per department policies and procedures.
- Evaluate and recommend approval or denial of requests for funding, report on the status of project with respect to budget and timeliness.
- Create construction loan disbursement files in accordance with existing processes and procedures.
- Enter disbursement on the construction loan platform/loan servicing system.
- Order and review title updates from title companies, identify, and communicate issues for each construction draw request.
- Analyze all collateral and ensure compliance to the loan and portfolio and compliance policies and procedures.

Portfolio and Asset Management

- Monitor loan/investment terms including dividend and loan payments, loan covenants, financial statements, impact reporting, compliance and insurance certificates e.tc
- Maintain ticklers for collecting covenant reports, Impact report, Insurance certificates and other reports associated to a loan.
- Assist in the preparation of annual loan review for the NMTC and debt portfolio.
- Review appraisals, environmental and other due diligence items for loans on the portfolio.
- Market research and analyses: benchmark economic activity in target markets by tracking rents, sales per square foot, and operating costs of properties.
- Input data into loan management system, as needed.

Compliance and Reporting

- Assist in the maintaining ticklers for internal and external reporting for the organization.
- Assist in creating monthly, quarterly, semi-annual loan and investment reports.
- Conduct file (Physical/electric) audits of loan file and provide status report to head of department.
- Assist in gathering and compiling data to file the CDFI reports on AMIS (Including ILR (Institution level Reports), TLR (Transaction Level Reports)), and other AMIS reporting under supervision of the Head of Department.

Qualifications:

- Passion for community development and for improving the lives of individuals in underserved communities.
- Bachelor's degree (or equivalent work experience), preferably in business, accounting, or finance.
- 1- 4 years' experience in accounting, finance, asset management, real estate, non-profit lending departments. Experience working with a CDFI in NMTC or lending compliance/portfolio management (including AMIS) will be a plus. Individuals with more years of experience are also welcome to apply.
- Experience with commercial loan construction draws and/or preparing loan portfolio, lender and investor reports.
- Ability to provide compliance-related support and guidance to various business group.
- Familiarity with construction lending practices and terminology.
- 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.
- Preferably a resident of Chicago, willing to relocate or work on a hybrid schedule.

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. NCIF has a hybrid schedule with part remote/in-office work schedules. Preference will be given to candidates who are residents of Chicago or are willing to relocate.

Please send cover letter and resume to administration@ncif.org