



LEVERAGING CAPITAL FOR CHANGESM

National Community Investment Fund

Job Description

Job Title: **Sr Credit Analyst /Credit Analyst**
Reports to: VP of Lending and NMTC

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 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 commercial credit underwriter/credit analyst, is part of the Lending and NMTC teams that originates/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 transaction 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.

Qualifications:

- 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 Relocation.

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