



Director, Lending & Asset Management

The National Association for Latino Community Asset Builders (NALCAB) represents and serves 100+ nonprofit organizations across the nation, which includes real estate developers, business lenders, economic development corporations, credit unions, and consumer counseling agencies.

NALCAB implements responsible, market-based strategies for strengthening underserved communities, rebuilding the ladder of economic mobility for low- and moderate-income Americans and supporting the economic integration of immigrants through equitable neighborhood development, investing in small business and building family financial wellness. In close alignment with its core programmatic activities, NALCAB operates a fellowship to invest in next-generation leadership within its Network and implements a training institute focused on culturally and linguistically relevant asset building services.

Our mission: *NALCAB strengthens the economy by advancing economic mobility in Latino communities.*

Summary

Under general direction from the Chief Program Officer, this position is responsible for performing professional level work to manage NALCAB's lending and asset management activities. The Director will work closely with program staff, Chief Financial Officer, and Executive Director to oversee NALCAB's Community Development Financial Institution (CDFI) Technical Assistance (TA) and capacity building, NALCAB's Department of Housing and Urban Development (HUD) funded Rural Revolving Loan Fund (RLF), support NALCAB's Social Impact Real Estate Catalyst fund and other small business-related lending TA and capacity building activities.

Essential Duties and Responsibilities

Including the following.

- Responsible for all asset management activities including oversight of property management activities (internal and third-party); regulatory agreements and requirements; development and oversight of property budgets and financial performance; lender, investor and program compliance reporting.
- Conduct/ensure annual property monitoring, review of financial budgets and reports, create reports to partners.
- Work proactively to identify property performance issues as they arise. If needed, work collaboratively with housing and property management staff to create and implement a workplan or other steps to address performance concerns.
- Participate in various working groups dedicated to industry, local and national policy or community development in accordance with NALCAB's mission, vision and values, as requested.
- Ensure compliance with all regulatory agencies and funders.
- Conduct trend analysis on portfolio performance.
- Support program staff to review vendors and negotiate contracts.
- Respond to and track legal issues.
- Develop, cultivate and maintain positive relations with funders, investors and vendors.
- Manage and evaluate pipelines of CDFIs and small business lenders within the NALCAB network.



- Actively develop prospective loan opportunities from multiple sources, including: lending institutions; community economic development organizations; and sector-specific organizations and associations.
- Effectively market and represent NALCAB's Rural Revolving Loan Fund to a range of audiences at conferences, in one-on-one meetings, and in target markets.
- Evaluate loan requests and applications to determine fit with NALCAB's Rural Revolving Loan Fund investment strategy and overall portfolio.
- Conduct due diligence, utilizing underwriting guidelines and financial software to evaluate loan applications.
- Write investment recommendations with proposed terms and conditions and present them to NALCAB's associated Investment Committees. Upon approval, negotiate final terms and conditions of investment with the applicant.
- Monitor the financial and organizational health of borrowers, through analysis of financial statements and annual site visits. Recommend follow-up action and restructuring loans when necessary.
- Assist NALCAB's Chief Financial Officer, Chief Program Director and Executive Director in continuously improving NALCAB's underwriting and loan/investment policies and practices; operating practices; and marketing and outreach practices and materials.
- Perform other duties as assigned by NALCAB's Chief Program Officer, including but not limited to: portfolio analysis and advising on other lending/finance-related projects as needed.
- Support the Executive Team.
- Approximately 25% travel. All travel is within the United States.
- Other duties as assigned.

Experience

- Experience and success in working with low-to-moderate income, minority and immigrant communities.
- A minimum of five years' experience in small business lending.
- A financial background with a strong understanding of balance sheet, income statement and cash flow analysis and loan underwriting.
- Ability to write well, communicate verbally in a succinct and persuasive manner, and interact effectively with a wide range of individuals, e.g., colleagues, lenders, funders, low-wealth and minority borrowers, and technical assistance providers.
- Strong analytical, time management, and organizational skills, including a high level of attention to detail and ability to work independently.

Preferred Experience

- Prior lending and/or business experience with food-based businesses, commercial kitchens, incubators and other place-based investments.
- Experience with alternative lending and credit enhancement programs, Credit Union products, SBA, USDA, CDFI, New Markets Tax Credits and other federal related lending programs.
- Experience with Social Impact Investing.
- Experience with debt and equity financing.



- Experience with Salesforce and other lending software.
- Non-profit sector experience.
- Bilingual (English/Spanish – strongly preferred).

Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Experienced in community economic development and asset building.
- Proven cultural competency and ability to work in culturally and ethnically diverse environments.
- Outstanding written, verbal and interpersonal communication skills.
- Skill in utilizing a personal computer and associated software programs, including MS Outlook, PowerPoint, Word and Excel.
- Experience in developing and evaluating surveys.
- Multi-task and meet deadlines.
- Ability to maintain confidentiality of information.
- Ability to work independently within a fast-paced environment.
- Perform all the intellectual and analytical requirements of the position, including decision-making.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position primarily performs its duties indoors and may be exposed to outdoors weather conditions and/or moving mechanical parts. The noise level in the work environment is usually moderate.

Physical Demand

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hand and arms; climb stairs, climb ladders, balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include heavy visual acuity (close vision and ability to adjust focus) required to perform such activities as preparing and analyzing data and figure, using a computer and extensive reading and proofing. While performing the duties of this job, the employee is regularly required to talk or hear.



Education

Bachelor's degree from an accredited four-year college or university; Eight (8) or more years' related experience.

Position Type

Full – time

Compensation

\$78,625-\$106,375 commensurate on education and qualifications

EEO Category

Professionals

Exempt Status

Exempt

Benefits

Full Time:

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and extensive benefits package including paid time off, medical, dental, vision, 401k with company match, and many other benefits as well as future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

Location of Employment

San Antonio, Texas

To Apply

To respond to this opportunity, please email resume to:

jobs@nalcab.org

Please add ***Director, Lending & Asset Management*** in the subject line.

NALCAB is an equal opportunity employer.