LOW INCOME INVESTMENT FUND
FUND MANAGER

Reports to: Director, National Lending Initiatives
Exempt Classification: Non-Exempt
Status: Regular, Full-Time
Location: San Francisco, CA
Apply Via: careers@liifund.org

POSITION SUMMARY:
The Fund Manager is responsible for the overall asset management of a portfolio of Funds and other Structured Products which use LIIF’s capital to leverage other external financing sources, including conventional bank debt, CDFI or other mission-aligned financing, philanthropic funds, or state/federal subsidies. LIIF combines these multiple funding sources to support the development of affordable housing, charter school, community health care, childcare or mixed-use facilities. The Fund Manager will serve as a critical point of contact and administrator for all LIIF-managed Funds.

REPORTING RELATIONSHIPS:
The Fund Manager reports to the Director, National Lending Initiatives (the “Director”), and is part of the Structured Products team. This position will also work closely with the regional lending, asset management, legal and finance teams.

As part of the broader Community Initiatives & Programs team, the Fund Manager ultimately works to support the achievement of regional and overall Lending work plan goals and supports the operational effectiveness of LIIF’s Structured Products team.

MAJOR DUTIES AND RESPONSIBILITIES:

Fund Originations Activities:
The Fund Manager is responsible for supporting the originations activity of a portfolio of Funds that utilize LIIF’s capital to leverage bank debt, CDFI or other mission-aligned financing, philanthropic funds, and/or state/federal subsidy. As a result, activities may involve transactions in which LIIF or an external party is the originating lender, and the financing of a project may require coordination among multiple external parties.
Key Fund originations activities include:

- **Pipeline management**: Careful monitoring of the use and availability of funds and repayments. Coordinate dissemination of information to originating lenders when funds are available and compile requests for funding.

- **Loan Approvals**: Coordinate loan approvals among Fund investors; this includes developing approval timelines and/or meeting dates and agendas; collecting underwriting materials from originating lenders and disseminating information among relevant Fund investors; coordinating loan committees; and ensuring appropriate documentation of all approvals.

- **Loan Closings**: Support the closing process for all loans in each Fund, including those originated by LIIF as well as other lenders. This involves ensuring receipt of all required closing documentation; providing guidance to the originating lenders as to each Fund’s specific closing process and requirements; and working with the LIIF Finance team to manage the release of funds to the project or lender, as appropriate.

- **Non-LIIF Originated Transactions**: For loans that are originated by other lenders, oversee all internal activities necessary to ensure the loan is appropriately booked and monitored by LIIF.

**Ongoing Fund Management:**

The Fund Manager is responsible for the ongoing asset management of a portfolio of Funds that involve multiple external stakeholders, including Investors, credit enhancement providers or partnering Lenders. As a result, the Fund Manager serves as a critical point of contact for all LIIF-managed Funds and ensures all related Fund obligations are met.

Ongoing Fund management responsibilities include:

- **Compliance and Investor Reporting**: Develop a relationship with the participants of each Fund and be the primary point of contact for all LIIF-managed Funds. Specifically, the Fund Manager will compile and ensure the timely delivery of any reporting required by Investors, partnering Lenders, Foundations, or relevant Federal Agencies. This may involve working closely with LIIF’s asset management, legal and finance teams or other partner Lenders to collect the required loan or organizational data.

- **Project Loan Modifications, Exceptions or Extensions**: Coordinate all loan extensions and modifications, ensuring the respective Fund’s process for post-closing amendments and approvals are followed.

- **Fund Standards & Processes**: Work closely with the Director to ensure LIIF is compliant with the Standards & Processes developed for each Fund.
• **Non-LIIF-managed Funds:** In cases where LIIF is a participating lender but not the Fund Manager, ensure the timely submission to the Fund Manager of any required reporting for LIIF-originated loans.

**New Fund Development:** LIIF currently leads or participates in eleven funds, with more in development. The Fund Manager will work closely with the Director to help develop and maintain standards & processes for all new Funds.

**Customer Service:** The Fund Manager will maintain a positive and professional relationship with LIIF’s internal associates as well as external customers and business partners by initiating and responding promptly to any and all requests in a responsive, consistent, and accurate manner.

**Other Duties as Assigned.**

**SKILLS REQUIRED:**

Five or more years of experience working in finance or community development in the loan or fund administration area; good verbal and written communication; strong organizational, time-management, customer service and problem solving skills; demonstrated ability to work in a team environment; and high standards for generating quality work with an attention to detail. In addition, must be proficient in Salesforce, Word, Excel, PowerPoint and Microsoft Outlook, with nCino and Loan Management System a plus.

**EDUCATIONAL AND OTHER REQUIREMENTS:**

Educational background should include a bachelor’s degree or equivalent. Occasional travel to LIIF offices, functions, and client offices will be required.

**How to Apply:**

Please e-mail cover letter and resume to:

Low Income Investment Fund  
Attn. Human Resources  
50 California St., Suite 2900  
San Francisco, CA 94111  
E: careers@liifund.org

No phone calls or other LIIF email addresses please. LIIF, an EOE, believes that diversity ensures excellence.