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LOW INCOME INVESTMENT FUND ANALYST, STRUCTURED PRODUCTS

Reports to: Deputy Director, Structured Products

Exempt Classification: Non-Exempt

Status: Regular, Full-Time

Location: San Francisco, CA; Los Angeles, CA; New York, NY; or Washington D.C.

THE COMPANY

The Low Income Investment Fund is a non-profit community development financial institution, that mobilizes capital and partners to achieve opportunity, equity and well-being for people and communities. LIIF innovates financial solutions that center racial equity to create more equitable outcomes for all by building and preserving affordable homes, quality educational opportunities from early childhood through higher education, health clinics, healthy food retail and community facilities. In this way, LIIF provides a bridge between private capital markets and communities. LIIF's headquarters is in San Francisco and has offices in Los Angeles, New York, Atlanta, and Washington D.C.

POSITION SUMMARY:

The Analyst is responsible for supporting the asset management and compliance/administration 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, child care or mixed-use facilities. The Analyst will serve as a critical support for all LIIF-managed Funds and federal programs that enhance LIIF's core lending activities.

REPORTING RELATIONSHIPS:

The Analyst reports to the Deputy Director, Structured Products, and is part of the Structured Products team. This position will also work closely with the regional lending, loan administration, asset management, legal/compliance and finance teams.

As part of the broader Community Initiatives & Programs team, the Analyst ultimately works to support the achievement of regional and overall Lending work plan goals by providing loan administration, compliance, and data analysis support to LIIF's Structured Products team.



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MAJOR DUTIES AND RESPONSIBILITIES:

Federal Programs: The Analyst will assist with the administration of LIIF's federal programs that are used to enhance LIIF's fund structures and core lending activities, including the Capital Magnet Fund, Healthy Food Financing Initiative (HFFI), and Bond Guaranty Program (BGP). Activities include:

- Work with Federal Program's team to update / keep current all processes, pipelines, worksheets, eligibility checklists, etc. to assure smooth, accurate, and up-to-date information flow between Loan Officers and Federal Program staff.
- Assist in tracking all compliance requirements for each program.
- Capital Magnet Fund / HFFI: manage the project eligibility approval process, evaluate eligibility documentation, tracking the pipeline of projects and availability of funds, provide information to Loan Officers as needed, assist with compliance reporting;
- Bond Guaranty Program: lead BGP requisition process, handle various reporting requirements (PLM, Pledged Asset Report, and others as needed).

Ongoing Fund Management:

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

Ongoing Fund management responsibilities include:

- **Compliance and Investor Reporting:** Compile any reporting required by Investors, partnering Lenders, or Foundations. 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.
- **Fund Standards & Processes:** Work closely with the Fund team to ensure LIIF is compliant with the Standards & Processes developed for each Fund.
- **Loan Management System Data:** Work with LIIF Finance and Information Technology teams to maintain accurate Fund loan data in LIIF's loan management systems (nCino and LMS), and coordinate with the Portfolio Manager, Finance, and Loan Administration to resolve data issues related to Fund loans.
- **Fund Loan Support:** The Analyst is responsible for supporting the originations and asset management activity for loans within closed Funds. Key activities include:



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- **Support Pipeline Management and Loan Approvals:** Support the monitoring of the use and availability of funds and repayments. Support the coordination of credit committee meeting dates; collecting underwriting materials from originating lenders; and ensuring appropriate documentation of all approvals.
- **Non-LIIF Originated Loan Closings and Asset Management:** For Fund loans that are originated by other lenders, administer all internal activities necessary to ensure the loan is appropriately funded, booked and monitored by LIIF. This involves ensuring receipt of all required closing documentation; verification of compliance with Fund-specific requirements; creating loan data entries in LIIF's loan management software (nCino and LMS); and working with the LIIF Loan Administration and Finance team to manage the release of funds to the project or lender, as appropriate. Monitor loan payments and upcoming maturities, process post-closing draw requests, request annual reporting.
- **LIIF-Originated Loan Closings:** Support the closing process for all loans in each Fund originated by LIIF to verify that the loan is appropriately booked and monitored by LIIF with respect to specific Fund requirements.
- **Project Loan Modifications, Exceptions or Extensions:** Monitor status of all Fund loans with respect to post-closing changes. Update loan data entries in LIIF's loan management software (nCino and LMS) when any post-closing amendments are approved.

Customer Service: The Analyst 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:

Three 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. In addition, must be proficient in Word, Excel, and Microsoft Outlook.



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EDUCATIONAL AND OTHER REQUIREMENTS:

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

How to Apply:

If you are interested in applying to the Low Income Investment Fund,
Please e-mail cover letter and resume to:

Low Income Investment Fund
Attn. Human Resources
49 Stevenson Street, Suite 300
San Francisco, CA 94105

E: careers@liifund.org

No phone calls or other LIIF email addresses please. Only candidates being considered for a position will be contacted.

LIIF, an EOE (Equal Opportunity Employer), believes that diversity ensures excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender, or national origin.