LOW INCOME INVESTMENT FUND
SENIOR LOAN ADMINISTRATOR/LOAN ADMINISTRATOR

Reports to: Loan Administration Team Leader
Exempt Classification: Non-Exempt
Status: Regular, Full-Time
Location: San Francisco, New York, Washington D.C., Los Angeles, Atlanta
(preference for San Francisco but open to other LIIF office locations)

POSITION SUMMARY:
The Senior Loan Administrator/Loan Administrator (SLA/LA) is responsible for a wide range of tasks in support of LIIF’s lending programs including loan closings; construction loan administration (for SLA); and loan servicing of a portfolio of acquisition, predevelopment, construction, and permanent loans made to support the development of affordable housing, child care facilities, charter schools, and other community facilities. In cooperation with the Lending Production group, the Senior Loan Administrator/Loan Administrator supports the achievement of regional and overall Lending work plan goals. In partnership with Asset Management, the Senior Loan Administrator/Loan Administrator manages administrative tasks from on boarding, through payment collection, covenant and credit monitoring, advances, and payoff; and as necessary, through construction administration, product conversion, workout, restructure, or unwind.

REPORTING RELATIONSHIPS:
The Senior Loan Administrator/Loan Administrator reports directly to the Loan Administration Team Leader. In order to meet LIIF’s lending goals and objectives, the Senior Loan Administrator/Loan Administrator also works closely with Director of Asset Management and Loan Administration, Loan Officers and Underwriters, Asset Managers and on occasion the Chief Credit Officer and Portfolio Analyst, Market Directors/Lending Directors, colleagues in the Child Care Group, and Finance associates. The Senior Loan Administrator/Loan Administrator will communicate with borrowers, lending partners, attorneys and other external parties, as appropriate.

Essential Functions:

Loan Closing:

In collaboration with the Loan Officers, the Senior Loan Administrator/Loan Administrator will close predevelopment, acquisition, construction, and term loans in support of the development of affordable housing, child care facilities, charter schools, health centers and other community facilities. In this capacity, The Senior Loan Administrator/Loan Administrator will:
• prepare, or coordinate with legal counsel for the preparation of loan closing checklists to ensure all due diligence items are appropriately documented
• ensure all due diligence items are received and loan closing conditions have been met and approved by the appropriate authorized parties
• review draft loan documents to ensure accurate implementation of LIIF’s lending policies and the incorporation of approved loan terms
• review and approve preliminary title reports/commitments and instructions to title
• run, review and approve UCC, tax lien and judgment searches
• review, request changes, and approve insurance to ensure compliance with LIIF’s insurance requirements prior to closing (including property, liability, and as needed, builder’s risk or General Contractor’s general liability and workers compensation).
• communicate with legal counsel and Loan Officers any documentation or title issues that have the potential to negatively impact loan closings.

The Senior Loan Administrator/Loan Administrator will perform similar functions, in collaboration with the Asset Managers, for any required extensions or modifications of previously closed loans.

• Senior Loan Administrators will be expected to handle more volume of closings as well as more complex loan closing transactions than the Loan Administrators. These are most likely to be construction loans and New Market Tax Credit transactions, as well as new products, and those involving multiple participants/lending partners and special lending funds.
• In general, the Senior Loan Administrator/Loan Administrator will keep the Loan Administration Team Leader, Loan Officers and/or Market Directors/Lending Directors informed of the progress of loan closings and convey any concerns or delays that may impede closing within a specified timeframe. Senior Loan Administrator/Loan Administrator will join pipeline meetings and will provide status of loan closings to a broader group as necessary.
• The Senior Loan Administrator/Loan Administrator will manage onboarding loans in LIIF’s loan servicing platform in collaboration with Finance staff.
• The Senior Loan Administrator/Loan Administrator is responsible for coordinating fund advances needed at loan closing with Finance and third party lenders.

**Loan Administration:**

• **Loan Servicing** - The Senior Loan Administrator/Loan Administrator is responsible for servicing and monitoring a portion of LIIF’s loan portfolio. Duties include processing periodic draw requests for construction and non-construction loans, managing past due payments by contacting borrowers and coordinating receipt of same in a timely manner, monitoring maturities, monitoring and collecting reporting requirement covenants, ongoing file maintenance, updating loan information in LIIF’s lending databases, processing loan payoffs, and archiving records. The Senior Loan Administrator/Loan Administrator will research customer inquiries and loan-servicing issues. The Senior Loan Administrator/Loan Administrator will inform the Loan Administration Team Leader and Asset Managers of any material issues that may arise in the course of loan servicing activities.

• **Construction Administration** - The Senior Loan Administrator will provide post-closing construction administration for some of the construction loans in their
portfolio. The Loan Administrator’s duties will not regularly include this construction administration; however, the LA is to be cross-trained in aspects of construction administration and able to support this lending function, as needed.

Construction Administration duties include acting as liaison with customers, third party lenders, inspectors and title company representatives during all phases of construction financing; administer loans in accordance with credit policy requirements, ensuring compliance with approved terms and conditions; performing monthly construction draw budget analysis, system reconciliation and disbursement recommendation; ensuring all documentation has been received and is complete and accurate; taking action on items that may affect the disbursement process such as change orders, sufficiency of funds, liens, etc.; ensuring funding occurs within designated timeframes; ensuring compliance with terms of relationship with third party lenders; collecting items required at completion of construction necessary for conversion to permanent status or for sale.

• **Reporting** – When requested, the Senior Loan Administrator/Loan Administrator will gather information for credit and financial audits or reporting requirements pursuant to participation or agency agreements. The Senior Loan Administrator/Loan Administrator’s portfolio may include loans that LIIF services on behalf of other lending institutions or investors and government agencies. The Senior Loan Administrator/Loan Administrator will exercise the same care in administering and servicing these loans as they would in administering and servicing LIIF’s loans.

**Customer Service**

• The Senior Loan Administrator/Loan Administrator will nurture a positive and professional relationship with LIIF’s customers and business partners (which include third party lenders, attorneys and other external parties) by responding promptly to any and all requests in a responsive, consistent, accurate manner. The Senior Loan Administrator/Loan Administrator will participate in internal and external meetings, as appropriate.

**Other Functions**

• From time to time, the Senior Loan Administrator/Loan Administrator carries out other responsibilities as assigned including, but not limited to, assisting with the administration of specific LIIF lending programs, developing reports, administering lender pools, selling participations in loans, and implementation and testing of lending data bases.

• The SLA/LA will assist the Loan Administration Team Leader with servicing activities as needed. These may relate to insurance, real estate tax, and UCC monitoring; maintenance of the vault, hard files, post-closing items, etc.
SKILLS REQUIRED:

The successful candidate will be energetic, have good organization and time management skills such that all loan-servicing responsibilities are kept current while meeting the closing and construction draw demands. Must be a self-starter and have excellent interpersonal skills. Position requires strong written and oral communications skills. Good attendance is essential. Previous loan administration and loan monitoring/servicing experience are required for the Senior Loan Administrator/Loan Administrator position. Knowledge of affordable housing and community development is helpful and experience with multi-family or commercial loans is preferred. Demonstrated proficiency in Microsoft Office products and lending databases is required. Must have strong customer service skills and the ability to work within a team environment.

EDUCATIONAL AND OTHER REQUIREMENTS:

Educational background should include degree work in a relevant area of study such as urban studies, business administration, finance or real estate law. A bachelor's degree is preferred. In addition, the position requires a high degree of self-motivation, dedication, and creativity to navigate complex loan administration at an evolving and dynamic non-profit.

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.

HOW TO APPLY:
Forward cover letter with resume to:
Human Resources
Low Income Investment Fund
49 Stevenson Street, Suite 300
San Francisco, CA 94105
Or
Email: careers@liifund.org

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.