



capital for healthy
families & communities

**LOW INCOME INVESTMENT FUND
NATIONAL FUNDS ASSET MANAGER**

Reports to - Vice President, Affordable Housing and National Funds

Exempt Classification: Non-Exempt

Status: Regular, Full-Time

Location: San Francisco, CA; Los Angeles, CA; New York, NY; Washington, D.C. or Atlanta, GA. (Due to COVID-19, the position is remote until further notice, and subject to the Company's directives on return to work.)

THE COMPANY:

The Low Income Investment Fund (LIIF) 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 there are additional offices in Los Angeles, New York, Atlanta, and Washington D.C. More on LIIF can be found at www.liifund.org.

POSITION SUMMARY:

This position 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. This position will also assist Loan Administration in closing new loans, processing post-closing draw requests, and finalizing modifications to existing loans. LIIF combines these multiple funding sources to support the development of affordable housing, charter school, community health care, childcare or mixed-use facilities. This position will serve as a critical support for all LIIF- managed Funds and federal programs that enhance LIIF's core lending activities.

REPORTING RELATIONSHIPS:

This position reports to the Vice President, Affordable Housing and National Funds. 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 Manager 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.

DUTIES AND RESPONSIBILITIES:

Ongoing Fund Management and Reporting Restructuring:

This position 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 Manager 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 and external parties to collect the required loan or organizational data. As LIIF's Funds and Structure Products division continues to grow, the organization is keenly focused on streamlining reporting tasks across the portfolio, refining reporting templates and expanding data analysis capabilities.
- **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 Manager is responsible for supporting the originations and asset management activity for loans within closed Funds. Key activities include:
- **Customer Service:** The Manager will maintain a positive and professional relationship with LIIF's internal Managers 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 asset management, loan administration 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:

Please apply with Resume and Cover Letter via our recruitment portal:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cb73ca7c-d700-429b-a6ab-bf50165187ec&ccId=19000101_000001&lang=en_US

Notice to Third Party Recruitment Agencies:

Please note that Low Income Investment Fund does not accept unsolicited resumes from recruiters or employment agencies. In the absence of an executed Recruitment Services Agreement, there will be no obligation to any referral compensation or recruiter fee.

In the event a recruiter or agency submits a resume or candidate without an agreement Low Income Investment Fund shall explicitly reserve the right to pursue and hire those candidate(s) without any financial obligation to the recruiter or agency. Any unsolicited resumes, including those submitted to hiring managers, shall be deemed the property of Low Income Investment Fund.

We do not accept unsolicited phone calls. 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. Candidates of diverse background and with diverse experience are strongly encouraged to apply for this position.