



## **LOW INCOME INVESTMENT FUND**

### **PORTFOLIO ANALYST**

**Location:** West Coast – San Francisco Bay Area or Los Angeles Preferred

**Reports to:** Deputy Director of Portfolio Reporting

**Exempt classification:** Non-Exempt

**Status:** Regular, full-time

#### **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. More on LIIF can be found at [liifund.org](http://liifund.org).

#### **POSITION SUMMARY:**

The Portfolio Analyst is responsible for supporting the data collection, analysis, and reporting work done by the Deputy Director of Portfolio Reporting. The Portfolio Analyst plays a key role in ensuring that LIIF delivers excellent service, reports and information to the organization's departments, funders and supporters, LIIF Loan Committees, and Board of Directors.

#### **REPORTING RELATIONSHIPS:**

The Portfolio Analyst reports to the Deputy Director of Portfolio Reporting.

#### **MAJOR DUTIES AND RESPONSIBILITIES:**

- **Data quality control** – includes working with Lending and other LIIF department staff to collect, test, and organize data for internal, funder, federal reporting, and coordinating with the Deputy Director of Portfolio Reporting on the build-out and maintenance of current and future Impact, Risk Rating, and Profitability models;
- **Systems Maintenance and Improvement** – includes learning, testing, and working with the IT Department on Salesforce platforms;
- **Reporting** – includes coordinating with the Deputy Director of Portfolio Reporting to test and prepare reports due monthly, quarterly, annually, and ad hoc as they occur;



- **Cash Flow Production** – includes pipeline and maturity report production, live updating during meetings, and tracking disbursements and payments;
- **Funding Applications, Investor Requests and Industry Survey Production** – includes working with and reporting out to other LIIF departments with annual and ad hoc requests;
- **Systems Education** – includes assisting the Deputy Director of Portfolio Reporting with the maintenance and updates of system User Manuals and online instructional guides;
- **Loan Committee Meeting Support** – includes being backup for Loan Committee meeting calendaring, package compilation, and minute taking; and
- **Other Duties as Assigned**

#### **SKILLS REQUIRED:**

- Self-starter and able to initiate new tasks;
- Excellent organization skills;
- Possess high standards for generating quality work;
- Good verbal and written communication;
- Ability to quickly learn and work with different lending and database systems;
- General knowledge of lending tasks; and
- Demonstrated ability to work in a team environment.
- High comfortability with Excel – including formula writing, macro use, Look-ups, and an eye for summary design and accuracy.
- Must also be competent in PowerPoint, Word, and Microsoft Outlook. Familiarity with Salesforce and other databases, reporting tools is extremely useful.

#### **EDUCATIONAL AND OTHER REQUIREMENTS:**

Strong organizational and time-management skills and an ability to be a self-starter and team player. A bachelor's degree or equivalent experience is 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](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=cb73ca7c-d700-429b-a6ab-bf50165187ec&ccId=19000101_000001&lang=en_US)

via email: [careers@liifund.org](mailto:careers@liifund.org)



**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.*

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