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**LOW INCOME INVESTMENT FUND  
SENIOR LOAN OFFICER, BRIGHTER FUTURES FUND  
EARLY CARE AND EDUCATION (CHILD CARE) FACILITIES FINANCING**

**Location:** San Francisco, Los Angeles, New York, Atlanta, or Washington, DC

**Reports to:** Vice President, Northeastern and Mid-Atlantic Regions

**Exempt classification:** Exempt

**Status:** Three years, 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 Senior Loan Officer position is a 3-year position to lead originations of loans to the Brighter Futures Fund, a LIIF lending initiative supported by Goldman Sachs Bank's One Million Black Women program. The lending initiative is targeted to finance early care and education facilities led primarily by Black women and serving Black families, with an additional focus on programs co-located with affordable housing.

The Senior Loan Officer serves the national market, with a primary focus on the metropolitan areas at each of LIIF's five offices. The Senior Loan Officer originates and underwrites acquisition/predevelopment, construction, and term loans, as well as New Markets Tax Credit leverage loans, to early education providers and real estate developers, often as part of mixed use projects with affordable housing.

In accordance with LIIF lending policies and procedures and under the supervision of the VP, the Senior Loan Officer prepares and negotiates term sheets, prepares and presents loan narratives/credit memos to the Chief Credit Officer and/or loan committee or other approving entities for approval. Following loan approval, the Senior Loan Officer works with counsel to negotiate loan documents and coordinates with LIIF's Loan Administration group for loan closing, and with LIIF's asset management team for the ongoing asset management of such loans. The Senior Loan Officer will be responsible for tracking pipeline, deployment, and impact of the Brighter Futures Fund for ongoing reporting to Goldman Sachs Bank.



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The Senior Loan Officer provides input on and supports the achievement of regional and overall Lending work plan goals. The Senior Loan Officer is also involved in marketing LIIF products and programs to potential clients and is responsible for relationship management with borrowers, lending partners, technical assistance providers, government agencies, and public officials.

**REPORTING RELATIONSHIPS:**

The Senior Loan Officer reports to the Vice President, Northeast & Mid-Atlantic Regions. The Senior Loan Officer works closely with Loan Associates on loan closings and with Loan Associates and Asset Managers on asset management. The Senior Loan Officer communicates with potential and existing borrowers, third party lenders, attorneys and other outside groups. The Senior Loan Officer also attends regular loan committee meetings and represents LIIF to outside groups as requested.

**MAJOR DUTIES AND RESPONSIBILITIES:**

The Senior Loan Officer supports the lending goals of the Brighter Futures Fund as follows:

**Marketing/Business Development:**

- Develops lending pipeline by screening inquiries, identifying and responding to new business opportunities, and meeting regularly with current LIIF clients, potential borrowers, and lending partners to discuss their development pipelines and credit needs.
- Collaborates with LIIF's Early Care and Education (ECE) Team to assess the market and connect with potential borrowers and external resources.
- Collaborates with LIIF's ECE Team to provide technical assistance to prospective borrowers and the broader sector;
- Attends various industry and client functions, representing LIIF as a part of the client team.
- Maintains current knowledge of early care and education facilities trends.
- Maintains current knowledge of local, regional and national trends and conditions in the real estate development sector, including policy initiatives that will affect the underwriting, financing and development processes.
- Contributes to new product development including researching and analyzing market needs and analyzing credit risk of new product opportunities.

**Underwriting:**

- Structures loans both to meet customers' needs and to comply with internal guidelines based on extensive review and analysis of information gathered from the potential borrower and other sources and in consultation with the VP, LIIF's Chief Credit Officer, Chief Lending Officer, and other relevant LIIF lending staff.
- Performs due diligence review and evaluation of loan requests, which may include a grant component, including conducting site inspections, analyzing project and program provider financials, reviewing appraisals, assessing entitlement status, reviewing environmental reports, understanding market and operating strategy for the ECE facility project,



- reviewing organizational capacity and leadership, and spreading/analyzing sponsor financial statements, etc.
- In consultation with the VP, negotiates with borrowers on all aspects of loans, prepares a credit memo, and secures the appropriate level of approvals from internal staff and/or the appropriate loan committee with a recommendation for action.
  - Collaborates with co-lenders and third party participants on co-lending and participations, respectively. In these cases the Senior Loan Officer mediates between the borrower and co-lender or participant and negotiates all aspects of the loan in accordance with LIIF's lending policies and LIIF's agreement with the third party.

**Closing, Monitoring and Servicing:**

- Following financing approval, the Senior Loan Officer coordinates loan documentation and work performed by attorneys and other LIIF staff.
- When a portion of LIIF's loan will be shared with another financial institution, the Senior Loan Officer coordinates the distribution of information needed for the other lender to underwrite, approve, and close the loan.
- Working in close collaboration with the assigned Loan Associate, the Senior Loan Officer guides the transaction through closing. The Senior Loan Officer is responsible for ensuring that the business terms of the transaction as reflected in the loan documents are consistent with the underwriting of the loan.
- With the Loan Associate, the Senior Loan Officer develops and maintains files to ensure accuracy and completeness.
- After loan closing, the Senior Loan Officer prepares a Closing Memo and provides ongoing support to and coordination with the Asset Manager managing the credit on a routine basis.
- The Senior Loan Officer coordinates closely with the applicable Loan Associate and Asset Manager as part of the relationship management team for each client.
- The Senior Loan Officer must consistently provide excellent external relationship management.
- The Senior Loan Officer is expected to take on organization-wide or cross-functional leadership opportunities as they arise, which contribute to the organization's overall strategy and mission.

**Program Development:**

- Working with the VP and in collaboration with LIIF's ECE Team, the Senior Loan Officer will track outcomes and lessons learned from market development and transactions for the purpose of developing new approaches and initiatives.
- The Senior Loan Officer may from time to time undertake outreach and/or surveys of borrowers or other potential users of LIIF financing to evaluate the impact of the Fund and identify unmet needs and opportunities.
- The Senior Loan Officer may contribute to blog posts, white papers, webinars, and other LIIF communications relating to ECE, and especially co-location with affordable housing.



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- The Senior Loan Officer, often in collaboration with LIIF's ECE Team, may help develop new resources such as underwriting tools, resource libraries, and guides for internal and/or external parties.
- The Senior Loan Officer may assist in raising new grant or debt capital to expand LIIF's ECE financing.

**SKILLS REQUIRED:**

The ideal candidate will have these key qualifications:

- A minimum of 3 to 5 years' progressively responsible experience;
- Experience with community development and/or real estate lending, including credit analysis, deal structuring, underwriting and due diligence, and loan closings (familiarity with loan documentation is assumed).
- Experience in community facilities and/or small business financing, with experience in early care and education (a/k/a child care) facilities strongly preferred;
- Experience with leasehold financing and/or tenant improvement financing preferred;
- Familiarity with affordable housing financing a plus;
- Familiarity with tools such as New Markets Tax Credits a plus;
- Proficiency in analyzing financials of nonprofit organizations and for profit developers as well as operations of community facility sponsors;
- Strong written and oral communication, including public speaking skills;
- Familiarity with federal, state, and local government funding sources for capital and operating needs of early care and education facilities.);
- Working experience with both private sector financial institutions and public agencies;
- Demonstrated interest in early care and education and/or other programs supporting families;
- Ability to help develop innovative products for a diverse borrower population; and
- Ability to work independently and manage competing priorities with a modest amount of supervision and direction.

**EDUCATIONAL AND OTHER REQUIREMENTS:**

Educational background should include degree work in a relevant area of study such as finance, real estate, urban planning, public policy, or business administration. A bachelor's degree is required although an advanced degree is preferred. In addition, the position requires a high degree of self-motivation, dedication, creativity, and perseverance; flexibility with time, travel and willingness to accept a demanding (and personally satisfying) position. Strong time management skills and ability to work well with others are important attributes.



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**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.*