

F & D Management Services
(on behalf of Disability Opportunity Fund www.thedof.org)
265 Sunrise Highway, Suite 45
Rockville Centre, NY 11570
Contact: Nanci Freiman nfreiman@fanddms.com
(516) 399 – 3020

Position Available: Senior Lending Officer

F and D Management Services provides back office support services to a national Community Development Financial Institutions (CDFI). As part of our contractual services we provide underwriting and loan monitoring supports as well as other operations.

The senior lending position will be responsible for the underwriting, monitoring and closing of loans. The lending officer will be expected to work within loan policies, maximize leverage, and minimize legal and financial risks to the organization. The individual will work closely with the President of Disability Opportunity Fund to provide support for marketing and customer outreach. Located in Rockville Centre, NY, this position is full-time and salary is competitive and commensurate with experience.

Loan Underwriting and Analysis

- Responsible for guiding prospective borrowers through loan application, approval and closing process.
- Primary responsibility for organization and project analysis and underwriting in support of loan origination.
- Develop and Maintain effective working relationship with borrowers, CDFI partners, other lenders and consultants and other staff.
- Conduct due diligence on projects and borrowers.
- Analyze, evaluate, and recommendation on loan requests and risk ratings under established credit policy guidelines.
- Assist loan administrator on timely loan closings, including negotiating terms and reviewing due diligence items and loan documents.
- Work with loan administrator in loan monitoring and communication with borrowers.
- Assist in coordinating activities of the loan committee, including presenting loan requests, and providing portfolio, pipeline, and other information to the committee members in a well-organized and timely fashion.

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Qualifications

- ✓ Undergraduate degree required
- ✓ 3+ years of relevant lending experience
- ✓ Superior financial analysis and credit evaluation skills
- ✓ Self-starter, ability to work independently as well as collaboratively in small team must be able to work away from the team but maintain active communication with staff
- ✓ Demonstrated ability to prepare clear, accurate, well-organized financial and other reports
- ✓ Communicate in an effective manner
- ✓ Proficient in Microsoft office software programs
- ✓ Willingness to expand skill base
- ✓ Knowledge and experience of real estate lending required
- ✓ Knowledge and experience working with affordable housing finance and community development real estate lending a plus
- ✓ Proficient relationship building skills
- ✓ Commitment to community development, low income communities
- ✓ Strong work ethic
- ✓ Professional demeanor
- ✓ May require moderate travel
- ✓ Fluent in English
- ✓ Valid Driver license