



## **JOB ANNOUNCEMENT: LOAN PORTFOLIO MANAGER**

### **POSITION DESCRIPTION**

Invest Detroit is seeking a Loan Portfolio Manager who will be responsible for independently managing a portfolio of loans consisting of small business, commercial and industrial, real estate, and construction loans; including but not limited to: pre-closing due diligence, closing, loan monitoring, completing annual reviews, analyzing any changes in the borrower or project, proactively identifying early warning signs of trouble and implementing risk mitigation strategies, completing modifications, and overseeing loan disbursement requests.

As a nonprofit lender, this is a mission-critical role that supports our efforts to finance catalytic projects positively impacting Detroit communities. This position joins a dedicated and experienced team focused on real estate and small business development to expand economic growth and opportunity across more Detroit neighborhoods.

### **ABOUT INVEST DETROIT**

Invest Detroit is a nonprofit lender, investor, and partner that supports business and real estate projects that will ignite economic growth. Our goal is to increase density and job opportunities in a way that is strategic and inclusive. We are a highly effective and hard-working team that values collaboration, inclusivity, partnership, commitment to our mission, and drive mixed with humor. As a rapidly growing organization we are looking for team members who can help bring new efficiencies, data-driven approaches, and work-related experience with technology.

To learn more about Invest Detroit, please visit [www.investdetroit.com](http://www.investdetroit.com).

### **RESPONSIBILITIES**

- Managing the loan closing/post-closing process with various team members, borrowers, partners, title insurance companies and attorneys.
- Assisting in drafting small business loan closing documents once fully trained.
- Creating necessary ongoing credit memoranda that are in compliance with internal credit and program requirements.
- Monitoring compilation of closing documents and ongoing maintenance of loan files.
- Processing real estate construction draws including balanced budget review, pay apps with sworn statements/lien waivers, ongoing project monitoring and funding.
- Maintaining accurate loan information in the data management system.



- Communicating with borrowers about loan disbursements, loan payments and loan monitoring requirements.
- Coordinating the receipt of reporting requirements, insurance and supporting documents.
- Participating in the payoff process internally and externally with title companies, borrower and third-party lenders.
- Performing annual reviews and covenant testing.
- Accepting special projects in support of the team and community involvement.

## **QUALIFICATIONS**

The ideal candidate will have the following qualifications and background:

- Bachelor of Business Administration, Accounting or Finance required
- Minimum two years of experience in portfolio management within banking/lending environment preferred
- Minimum one to two years of experience with construction draws for mid to large real estate deals preferred
- Excellent writing, verbal communication, organizational and interpersonal skills are required
- Ability to problem solve and engage with staff and third parties when issues arise
- Strong attention to detail, and mathematical and analytical skills are a must
- Computer skills, including proficiency with Microsoft Office, and advanced knowledge of Excel
- Experience with Salesforce, TAQ and TEA is a plus

## **TO APPLY**

Please forward your resume and cover letter, outlining how your skills and experience meet the qualifications of the position to [Resume@investdetroit.com](mailto:Resume@investdetroit.com). Please include "Loan Portfolio Manager" in the subject line and indicate how you heard about this opportunity in the email.

*Invest Detroit offers excellent benefits and a competitive salary commensurate with experience and skills. Invest Detroit is an equal opportunity employer committed to diversity in the workplace.*