



## **JOB ANNOUNCEMENT**

### **SENIOR LOAN UNDERWRITER**

#### **Position Description**

Invest Detroit is currently hiring for the position of Senior Loan Underwriter, a mission-critical role that supports our efforts to finance catalytic projects across Detroit communities. This position is an integral part of the lending team, a department at the center of our work and mission. We are in an exciting phase of growth and looking for a candidate with a background in finance or accounting, sharp analytical skills, and a shared passion for the communities and residents we serve. Primary responsibilities will include working with Invest Detroit lenders and prospective borrowers to complete due diligence and analysis of borrower's needs and preparing underwriting packages for loan committee consideration including financial analysis and analytical narratives.

#### **Key Responsibilities**

- Work with lenders and their prospective borrowers providing leadership, support, and guidance to complete due diligence and analysis of borrower's needs while assisting in underwriting and/or structuring loans
- Prepare credit underwriting packages for loan committee consideration including financial analysis and analytical narratives
- Prepare regular updates of the risk ratings for borrowers in a diverse portfolio
- Review loan documentation for small business, commercial, and real estate loans
- Monitor loan covenants and reporting requirements while bringing any violations and deficiencies to management's attention
- Review disbursements and monitor loan accounting setup for new loans
- Assist in maintaining comprehensive credit files
- Prepare quarterly reporting to external partners
- Other duties and responsibilities as assigned

#### **Qualifications**

- Bachelor's degree, with a concentration in finance or accounting, desired
- 5+ years of commercial banking and commercial real estate credit experience, or equivalent
- Completion of a formal credit training program, desired
- Strong verbal and written skills
- Strong analytical skills including an ability to analyze and underwrite financial statements for both commercial and real estate borrowers
- Familiar with evaluating credit reports, real estate appraisals, and other due diligence materials
- Demonstrated proficiency in Microsoft Products, particularly Word and Excel
- Independent, self-directed and a self-starter with an ability to work closely with all team

members

- Ability to multi-task and re-prioritize efficiently

*Salary range for Senior Loan Underwriter is \$80,000 – \$115,000.*

### **Working at 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.

The Invest Detroit team is a hard-working, supportive group that is passionate about our mission and believes strongly in equitable opportunity, diversity, and respect. We believe that through partnership, tenacity, creativity, and drive, we can help to improve access to opportunity and an overall better quality of life for all Detroiters.

In addition to competitive salaries, we offer a suite of excellent benefits. Invest Detroit is an equal opportunity employer committed to diversity in the workplace. For more information on our benefits structure, please visit [www.investdetroit.com/careers](http://www.investdetroit.com/careers).

### **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 “Senior Loan Underwriter” in the subject line and indicate how you heard about this opportunity in the email.