



## **JOB ANNOUNCEMENT**

# **SENIOR LOAN PORTFOLIO MANAGER**

### **Position Description**

Invest Detroit is seeking an experienced Senior Loan Portfolio Manager that will be a core part of our mission-driven work to create equitable economic opportunity in Detroit. 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. This is an excellent opportunity for candidates with loan portfolio management experience who are interested in diversifying their portfolio while having a direct impact on the revitalization happening in the City of Detroit. This is a critical role that will work closely with a variety of lending team members and will mentor junior team members while being committed to our best practices and strategic goals of the organization.

The Senior Loan Portfolio Manager 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 & construction loan draw management, 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.

### **Key Responsibilities**

- Assist in the loan closing/post-closing process with various team members, borrowers, partners, title insurance companies and counsel.
- Creating necessary ongoing credit memoranda that follow internal credit and program compliance policies.
- 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 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 and Background**

- Bachelor of Business Administration, Accounting or Finance required
- Minimum five years of experience in portfolio management within banking/lending

- environment preferred
- Minimum two to three 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

*Salary range for Senior Loan Portfolio Manager is \$75,000 – \$100,000.*

### **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 Portfolio Manager” in the subject line and indicate how you heard about this opportunity in the email.