



## **Job Description**

**Date:** May 20, 2022  
**Title:** Loan Portfolio Manager  
**Location:** Boston, MA

Community Health Center Capital Fund, a nonprofit, certified Community Development Financial Institution, is seeking an experienced professional for a position responsible for servicing, monitoring, compliance, reporting, and administering its loan portfolio. The individual will also provide assistance with originating and closing new loans.

### **Responsibilities:**

The Loan Portfolio Manager reports to the Director of Loan Programs and is responsible for assisting the director in the following loan portfolio administration duties:

- Monitoring loan fund receivables and payables
- Tracking loan and grant reporting and covenant compliance
- Annual and quarterly external and internal loan-related reporting
- Manage the construction requisition process for health center capital development loans
- Spreading and analyzing quarterly and annual borrower financial statements and preparing various analyses and management reports.
- Interact closely with borrowers, lenders and other funding sources as well as with staff members at the firm's affiliate organization, Capital Link.

### **Requirements:**

- The position requires a proven track record of success in accounting, financial and quantitative analysis.
- Excellent organizational and administrative skills are essential.
- The ability to multi-task effectively and work both independently as well as in a team environment is essential.
- Previous experience within a lending environment is preferred including loan operations and servicing and familiarity with fixed income products and legal documents, preferably in a non-profit organization.
- Excellent MS office skills (Word/Excel/PowerPoint)
- Familiarity with online reporting systems
- Accuracy and attention to detail
- Strong communication and interpersonal skills are required.
- A bachelor's degree in accounting or finance is required, and a master's degree preferred.
- Formal credit training, familiarity with the New Markets Tax Credit financing program and/or loan underwriting are all a plus.

The position involves some travel (up to 5% of time) to industry conferences, events or client meetings.

As a growing entrepreneurial non-profit organization, Capital Fund provides exceptional opportunities to its staff members. Position offers a competitive salary and benefits package. Complete job description available at <http://chc-capitalfund.org/>. Interested candidates should send a cover letter, resume, salary history, and salary requirements to Kathryn Graves, [graveskatl@gmail.com](mailto:graveskatl@gmail.com).

No phone calls, recruiters, or staffing firms please!!

\*\*Capital Fund is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, age, sex, sexual orientation, religion, veteran's status, military status, creed, physical or mental handicap/disability or national origin.