



**Strengthening
nonprofits and
the communities
they serve.**

Sharing a mission of change
SINCE 1988 CELEBRATING 30 YEARS

Illinois

333 South Wabash Ave.
Suite 2800
Chicago, IL 60604
312 629 0060

Indiana

The Platform
202 East Market St.
Indianapolis, IN 46204
317 860 6900

Michigan

3011 West Grand Blvd.
Suite 1715
Detroit, MI 48202
313 309 7825

Missouri

911 Washington Ave.
Suite 203
St. Louis, MO 63101
314 588 8840

3105 Gillham Road
Kansas City, MO 64109
816 335 4200

Ohio

500 South Front St.
Suite 125
Columbus, OH 43215
614 484 1811

Wisconsin

215 North Water St.
Suite 225
Milwaukee, WI 53202
414 563 1100

IFF

Position Description

Title:	Portfolio Manager
Reports to:	Managing Director of Closing and Portfolio Management
Department:	Capital Solutions
Department Function:	Maintain a program of flexible loan products to targeted nonprofits; design programs to assist the target market obtain loans and needed financial assistance.

The Organization

IFF improves the world by strengthening nonprofits and the communities they serve. As a mission-driven lender, real estate consultant, and developer, IFF helps communities thrive by creating opportunities for low-income communities and persons with disabilities. Key to our success has been a deep sense of purpose, a broad perspective, and a relentless focus on achieving positive results. Across the Midwest, we help clients from every sector, including human service agencies, health centers, schools, affordable housing developers, and grocery stores. Staff contributes its extensive business experience with an unrivaled connection to the mission of IFF and the nonprofit clients it serves.

IFF is looking for candidates with a commitment to the work it does and can demonstrate their creativity, detail-orientation, diligence, efficiency, enthusiasm, flexibility, organization, thoughtfulness, and sense of humor.

Our staff of nearly 100 professionals works from our Chicago headquarters, and we also serve the Midwest from six regional offices: Indianapolis, IN; Detroit, MI; Kansas City, MO; St. Louis, MO; Columbus, OH; and Milwaukee, WI.



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Basic Job Function

The Portfolio Manager is responsible for the proactive management of IFF loans post-close to monitor borrower compliance, identifying areas of risk, evaluating borrowers' long-term viability/performance and proactively mitigating potential defaults and loan loss.

Job Duties and Responsibilities:

1. Manage a portfolio of 100-150 borrowers and loans, including:
 - a. In coordination with originating lender, serve as borrower's primary post-close contact for monitoring, servicing, modifications and new loan requests.
 - b. Post-close review of loan terms and conditions to verify all necessary information is in the loan systems in order to properly monitor ongoing compliance and key reporting and performance dates.
 - c. Periodic collection, review and analysis of financial and other reporting information for risk monitoring and updated risk recertification.
 - d. Periodic site visits to assess borrower's financial health, check collateral condition where warranted and identify relationship issues and/or opportunities.
 - e. Work with originating lender and other staff as appropriate to address compliance issues, delinquency and any required modifications to loan terms and conditions.
 - f. Make recommendations on loan risk rating downgrades and perform analysis on collateral value and potential loan loss.
 - g. Maintain accurate and complete loan files and support as needed requests for portfolio or borrower information.



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2. Implement as required IFF delinquent and troubled loan procedures and policies:
 - a. Monitor borrower delinquencies to resolve payment problems and other borrower related issues; implement default processes including managing notice and other legal requirements; downgrade consistently delinquent loans.
 - b. Proactively manage borrower delinquencies through meetings with borrowers; requiring, obtaining, and reviewing borrower financial and cash flow statements; and developing action plans for remedying delinquencies.
3. Support, as assigned, on nonperforming loans and OREO:
 - a. Develop loan workout or restructuring recommendations on chronically delinquent or nonperforming loans.
 - b. Monitor workouts by collecting and reviewing financial statements and other required information and ensure continuing borrower compliance with workout agreements.
 - c. Oversee foreclosure process including notice and other legal requirements; manage outside legal counsel.
 - d. Analyze recovery options on OREO; identify strategies, budgets and resources to manage and liquidate owned assets.
 - e. Work with Finance Department and Senior Director of Facilities and Asset Management on collateral protection and disposition issues.
 - f. Update Problem Asset Committee on asset status and document and make recommendations for specific reserves and write downs.



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8. Values and supports differences in others, contributing to an inclusive work environment. Demonstrates the ability and willingness to communicate effectively with people of diverse backgrounds and experiences to create a collaborative, collegial, and caring community.
9. High level of satisfaction with both internal colleagues and external contacts.

Position Qualifications:

Education: Bachelor's degree preferred, in business, accounting, finance, or community development. In lieu of degree, 5+ years of relevant experience.

Previous Experience: Minimum of five years' experience in commercial real estate or nonprofit lending required. Some experience with commercial real estate workouts, delinquent loans and OREO. Demonstrated competency in commercial portfolio compliance disciplines and terminology, high-level credit and financial analysis, underwriting policies and procedures, and loan restructuring.

Special Knowledge & Skills:

1. Familiarity with construction and lending practices and terminology.
2. Good Interpersonal skills.
3. High level written and oral presentation skills.
4. Strong Microsoft skills, with a focus on Excel and databases.
5. Ability to think creatively about problems and resolve them timely.

Unusual Requirements: Occasional evening and weekend work; able to inspect active construction project sites, regional travel.



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Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with “Portfolio Manager” in the subject line.

IFF values equity, diversity and inclusion as part of its mission to strengthen nonprofits and the communities they serve. IFF is an equal opportunity employer.