



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

Sharing a mission of change

Illinois

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

Indiana

One Indiana Square
211 North Pennsylvania St.
Suite 2375
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

4177 Broadway Blvd.
Suite 100
Kansas City, MO 64111
816 335 4200

Ohio

172 E. State St.
Suite 203
Columbus, OH 43215
614 484 1811

Wisconsin

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

Position Description

Title: Senior Lender – Western Michigan

Reports to: Managing Director of Lending – Eastern Region

Department: Capital Solutions

Department Function: Maintain a program of affordable, flexible loan products for targeted nonprofit and for-profit organizations aligned with IFF mission throughout West Michigan and Northern Michigan; assist the target market to obtain loans and required 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 we do and can demonstrate their creativity, diligence, enthusiasm, growth-mindset, thoughtfulness, and passion to make meaningful change in the areas of economic and racial justice.

Over 100 professionals work 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

Responsible for loan production in West Michigan and Northern Michigan, including business development, networking, relationship management, and loan approval and closing. Identify new business and relationship opportunities. Work with colleagues to implement sales and networking activities. Analyze and evaluate loan applications and make appropriate recommendations regarding loan approval. Participate in overall portfolio monitoring.

Job Duties and Responsibilities:

1. Primary borrower relationship manager for assigned region's lending activities. Responsible for sourcing, underwriting, seeking approval, and facilitating the closing and monitoring of loans, including those requiring complex structuring.
 - a. Responsible for guiding prospective borrowers through the loan application, approval and closing process.
 - b. Screens projects for alignment with IFF and department goals. Evaluates loan requests, including the agency's financial condition and projections, site analysis and building plans, operating plans, potential risks and other relevant data to support a recommendation of whether or not to make a loan. Follow up as necessary with agency and others to obtain additional information.
 - c. Coordinate as necessary with the Managing Director of Lending and Portfolio Management, underwrite, structure, package and present loan recommendations for approval to loan committees. Coordinate with IFF legal team to Document terms and conditions and issue commitment letter.
 - d. Provide technical assistance on financing and financial systems to improve capacity of applicants and borrowers.
 - e. Support IFF's Customer Relationship Management database with data input to ensure that accurate and comprehensive information on all aspects of loan program is readily available, from initial



contact through project closing and long-term monitoring.
Contribute quantitative and narrative materials for fund raising applications and required reporting.

- f. Establish closing requirements and work with IFF Closing and Escrow Services team, borrower, attorneys, and others to facilitate closing process in timely and efficient manner.
 - g. Work with the Portfolio Management team to support post-close monitoring including customer check-ins or site visits as required. Coordinate customer relationship management with Portfolio Management and support effective relationship communications. Identify potential issues and support Portfolio Management work with the borrowing agency to minimize late payments and foreclosures. As needed, work with Portfolio Management to negotiate and follow up on restructures or workouts.
2. Lead loan business development efforts to build and maintain a strong loan pipeline. Work with Capital Solutions Marketing and Corporate Communications to implement appropriate marketing, business development and sales activities.
- a. Develop and pursue business leads from existing network of customers, contact with agencies and market influencers, community leaders and funders and follow up with generated leads.
 - b. Respond in a timely manner to inquiries from prospective borrowers, providing information regarding IFF lending programs, assessing loan readiness, and assisting as necessary to prepare loan submissions and related paperwork.
 - c. Follow up in a timely manner with leads provided through telephone calls, meetings or other marketing efforts.
 - d. Conduct presentations or workshops for customers and prospective borrowers as arranged and scheduled with the Managing Director of Lending or in coordination with other partners.



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- e. Cross sell other IFF products and services as appropriate.
- 3. Participate with other Capital Solutions staff to research, develop, and improve lending programs, policies and procedures, marketing materials, application forms, tracking procedures, program goals, and general communications.
- 4. Provide guidance and mentorship to junior Capital Solutions staff.
- 5. Maintain required job knowledge, skills and core professional competencies. Attend and participate in required educational programs and staff meetings.
- 6. Perform other duties as assigned.

Performance Measures:

- 1. Achievement of lending and program goals. Long term quality of closed loans.
- 2. Complete, accurate, and thoughtful analysis for thorough understanding of underwriting and lending issues on all loan applications and portfolio and risk assessment reports.
- 3. Achievement of portfolio outreach and monitoring goals and increasing the profile and visibility of IFF across the region.
- 4. Solutions to identified issues and challenges relating to loan program implementation.
- 5. Achievement of department lending and program goals in region.
- 6. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
- 7. Models personal accountability that promotes ownership and engagement.



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8. Builds and maintains effective working relationships with colleagues, peers and team members.
9. 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.
10. High level of satisfaction with both internal colleagues and external contacts.

Position Qualifications:

Education: Bachelor's Degree or equivalent combination of education and/or experience required, preferably in finance, real estate, or urban planning.

Previous Experience: Minimum of seven years' experience in banking or real estate finance required, including a minimum of three years' experience working with regulated affordable housing programs. Demonstrated competence in commercial lending terminology and credit and financial statement analysis.

Special Knowledge & Skills: Extensive knowledge of Low-Income Housing Tax Credits, Tax Exempt Bond Programs, HUD affordable housing programs, and West/North Michigan real estate markets.

Familiarity with the nonprofit sector strongly preferred; familiarity with construction and lending practices and terminology; strong interpersonal skills; comfortable in presentation and workshop situations; proficient computer software user, including spreadsheets (Excel) and databases.

Unusual Requirements: Some travel within the Midwest including occasional overnight travel; occasional evening and weekend work; able to inspect active construction project sites.

Application Instructions: Please submit a cover letter, resume and salary requirements to careers@iff.org with "Senior Lender" in the subject line.



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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.