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| **Department** | Ohio Capital Finance Corporation |
| **Job Title** | Vice President of Community Development Lending |
| **Reports to** | President |

**Job Summary:**

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| Responsible for managing OCFC’s community development lending platform, originating and evaluating risks associated with community development and affordable housing real estate while creatively developing solutions to financing, underwriting and closing issues. Will manage, coordinate and execute the lending process with all stakeholders (project sponsors, investors, attorneys, internal OCFC/OCCH staff, state/local jurisdictions, etc.) in an effort to help transform neighborhoods. |

**Essential Job Functions:**

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| **Function / Core Responsibility** | **Time spent on the function** |
| **Originate, underwrite, close and service community development and affordable housing loans:** Will focus on developing OCFC’s community development platform, including but not limited to loan origination and the development of the approval package by utilizing best practices relating to underwriting, structuring, and closing of loans. Additional affordable housing loans may also be generated. | **35%** |
| **Program Manager:** Will serve as the lead for CDFI and other grant applications. Must be able to manage a consulting team and effectively develop funding applications from concept thru submission. Provide portfolio management services including pipeline management, origination, draw down, implementation and compliance. | **35%** |
| **Loan Fund and Initiative Management:** Will provide oversite for OCFC’s affiliated loan funds and community specific Initiatives. Will assist in new loan fund development, structuring, solicitation and implementation. | **15%** |
| **System Administration**: Will work with the CDFI system (AMIS) and OCFC’s loan management software (TEA 10) to apply for, manage and report on grants and loans. | **10%** |
| **Delivery of Value-Added Services:** Will occasionally be asked to provide technical assistance to borrowers related to the lending; participate or present at a variety of symposiums or conferences; and other projects as required. | **5%** |

**Education/Certifications:**

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| * Master’s degree in business or Bachelor’s degree in real estate, finance, public policy, urban planning or related field preferred * Candidate must have general lending, banking, or equivalent educational experience * Experience in law, finance, CDFI lending or Section 42 helpful |

**Work Experience:**

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| * 5+ years of relevant experience within affordable housing real estate, community development, or other industry where skills are clearly transferable * Experience in program / grant management * Understanding of commercial and multifamily real estate lending and analysis and public sector programs critical to community development lending * Skilled in relationship-building and possesses flexibility to work with a range of personalities and work styles |

**Knowledge, Skills & Abilities:**

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| **Strong Communication Skills:** Position requires strong written and verbal communication skills. Must be able to articulate complex matters in a clear, concise and relevant manner. Will clearly communicate outcomes of the financial analysis to support the lending decisions and be prepared to discuss with GPs, investors and other stakeholders. Required technical skills include MS Excel, MS Word, MS Outlook, and clearly organizing ideas in MS PowerPoint.  **Organized with Strong Work Ethic:** To be successful, one must be detail oriented, highly organized, productive and able to work independently (but within the context of a team). Maintaining high quality standards with work product is required, despite the fast-pace and high volume of work performed. Must be able to prioritize duties, follow-through and meet deadlines. |

**About Ohio Capital Finance Corporation:**

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| Ohio Capital Finance Corporation is a nonprofit Community Development Financial Institution (CDFI) located in Columbus Ohio. With total assets under management of over $125 million, OCFC provides loan products and services to assist in ***the production, rehabilitation and preservation of affordable housing and community development.***Our missionis at the heart of everything we do. Our core values are our building blocks and foundation. When we live our values of: **C**ollaboration & **C**ommunication, **R**espect, **E**xpertise, **A**ccountability, **T**rust, **I**nnovation, I**n**clusion & **G**rowth, we are **CREATING** our future success. Ideal candidates will be passionate about our mission and exhibit our core values with a commitment to continuous improvement and growth.  OCFC is the lending affiliate of Ohio Capital Corporation for Housing, an independent, mission-driven nonprofit corporation based in Columbus, Ohio, that works with private and public developers to create affordable housing opportunities. Since its inception, OCCH has raised over $4.25 billion in private capital and invested in over 46,500 units of affordable housing in over 800 developments. |