



Community Development Loan Officer
Boise, Idaho or Phoenix, Arizona
(Full-time position)

May 2024

NewWest Community Capital (NewWest) was founded in 2000 to create a social impact investment vehicle to provide capital and expertise to revitalize low-income communities. NewWest has grown into a \$55 million intermediary nonprofit organization that provides loans and technical assistance to groups that develop affordable housing, community facilities, essential health and human services, and community revitalization efforts. For more information on NewWest programs and services, please visit our website at www.newwestcapital.org.

Position Summary

The Community Development Loan Officer (LO) serves as a credit professional within NewWest and participates in the community development lending effort throughout the Intermountain West region. The position's primary responsibilities are to source and underwrite highly complex financing requests and provide technical assistance to NewWest's clients: nonprofit and for-profit organizations that are acquiring community facilities, developing affordable housing or engaging in economic development activities to meet the needs of low-income communities and underserved populations. The LO will also initiate and develop potential borrower relationships, and build and manage a base of referral sources and strategic partnerships to advance NewWest's mission and impact.

The position requires a highly motivated, experienced lender with a background in community development finance, commercial real estate, or nonprofit housing/facility development and must possess excellent communication skills. The ideal candidate is also someone who understands the unique needs of the nonprofit sector, particularly nonprofit human service providers and affordable housing developers in the Intermountain West. The successful candidate must be a self-starter and must have the demonstrated ability to meet assigned goals successfully and on time. Finally, the candidate should enjoy working in an active and expanding nonprofit and thrive in a friendly, cooperative, and fast-paced environment.

Background

NewWest provides term and construction loans, bridge, gap and subordinate financing to meet the commercial real estate capital needs of organizations throughout the Intermountain West including the states of Montana, Wyoming, Idaho, Nevada, Utah, Colorado, Arizona and New Mexico. Our borrowers use NewWest's loans to finance affordable housing development; to purchase, rehabilitate or construct community facilities, including healthcare clinics, child care centers, charter schools and nonprofit office and program space; and to create economic development projects that make a difference in the lives of those who need help the most. Since making our first loan in 2000, we have committed \$131 million in loans to organizations, financing 115 projects valued in excess of \$968 million, with minimal loan losses to date. Our Board of Directors has approved an ambitious growth plan that includes an expansion to an eight-state service area, new products and services and having a broader impact on poverty as a regional Community Development Financial Institution.

Responsibilities

Underwriting

- Interview and screen potential loan applicants.
- Perform financial analysis, due diligence and project feasibility assessment for potential loan candidates.
- Provide technical assistance through the underwriting process and coordinate delivery of technical assistance activities through internal and external sources as needed.
- Prepare written credit memoranda with detailed analysis and recommendations for terms and credit structure.
- Present credit analysis for review and approval to appropriate levels of authority within NewWest as required by loan policies.
- Work with the borrower and external parties through loan commitment terms and loan closing.
- Assist with loan closing and ongoing monitoring activities.
- Undertake special projects and other duties as assigned.

Business Development

- Develop and implement sales and marketing plans in targeted communities to achieve market penetration and meet assigned lending goals.
- Build and maintain positive and effective working relationships with referral sources, potential partners and funding sources.
- Actively develop and maintain a wide network of contacts with agencies, community leaders, funders and others to ensure a visible NewWest presence.
- Conduct presentations, workshops, and one-on-one meetings for prospective borrowers and key constituents.
- Represent NewWest at public meetings, events and conferences.
- Market loan products and programs to potential borrowers and referral sources.
- Follow up on loan inquiries and provide technical assistance to potential borrowers through the application process.
- Prepare call reports and maintain a contact database for ongoing sales and marketing efforts.
- Develop new products or services to meet market demand.

Minimum Requirements

- Undergraduate degree in business, finance, urban planning or related field, graduate degree preferred.
- Minimum of five-years commercial real estate or multifamily underwriting experience, preferably in the field of community development.
- Experience structuring complex loan transactions.
- Excellent financial analysis skills with a demonstrated proficiency in MS Office Suite.
- Demonstrated excellent underwriting, analytical, database and reporting skills.
- Proven ability to generate client leads, manage a sales cycle and maintain business relationships.
- Superior judgment, attention to detail and deadlines.
- Excellent communication and organizational skills with a demonstrated ability to multi-task.
- Strong team player skills and ability to work effectively in a cooperative and diverse environment.

- Enthusiasm, entrepreneurial spirit, and a passionate commitment to work in community development.
- Great sense of humor.

Desired Qualifications, Skills and Experience

- Thorough understanding of and experience with affordable housing development or commercial real estate construction and asset management.
- Experience with Low-Income Housing Tax Credit and New Market Tax Credit transactions.
- Experience in consulting and technical assistance in real estate development and/or finance, preferably with nonprofit clients.
- Knowledge and experience with nonprofit community-based organizations in the Intermountain West.
- Understanding of nonprofit finance and management best practices.
- Experience developing and implementing new financing products.
- Understanding of and experience with community development lending and funding sources.
- Multi-language fluency.

Relationships

Position reports to the President; coordinates regularly with the Senior Community Development Loan Officer and Loan Specialist; communicates with referral sources and potential borrowing clients; attends and participates in Loan Committee and Board of Director meetings; interacts extensively with the senior management and staff; and represents NewWest to outside constituencies.

Job Context

Position is pivotal to the success of the lending program and operates in a collaborative, cooperative, team environment. Workload will vary requiring flexibility with time. Outside meetings and extensive travel within the Intermountain West are required.

Hours and Location

- Full-time position.
- Work hours will be predominantly during regular business hours, although occasional evening or weekend hours will be required. A flexible schedule can be accommodated.
- Worksite is in-office in our Boise, Idaho or Phoenix, Arizona downtown offices.
- Automobile required.

Compensation and benefits

Starting salary is commensurate with experience with a range of \$95,000 to \$100,000, plus participation in the annual incentive plan and an excellent benefits package including health, dental, retirement plan and vacation.

NewWest is an equal opportunity employer; people of color and women are strongly encouraged to apply.

To Apply

To Apply: Send resume and cover letter: NewWest Community Capital, Attn: Community Development Loan Officer Search, 950 W. Bannock Street, Suite 1100, Boise, Idaho 83702 OR email to hr@newwestcapital.org. **Application Deadline: May 31, 2024 or until filled.**