
JOB DESCRIPTION

Position: Asset Manager

Responsibilities

The Asset Manager works under the supervision of the Vice President of Portfolio Management to disburse loan funds allocated for construction projects and monitor their loan performance. The position supports the work of the VP of Portfolio Management. The position involves direct contact with the borrowers and clients of the Chicago Community Loan Fund (CCLF). The primary responsibilities and duties for this position are:

- Review and approve construction draw budgets and disbursements including the initial closing draw disbursements
- Review and analyze third party reports such as owner's sworn statements, general contractor statements, construction escrow reports, construction escrow agreements, appraisals, environmental assessments, surveys, title commitments, and market studies
- Conduct and document physical inspections of project sites and collateral real estate
- Initiate appropriate follow up and monitoring actions for non-performing and at-risk construction projects, including technical assistance needs
- Provide periodic valuation and analysis of the collateral securing the portfolio
- Assist with social impact reporting and technology needed to provide quality reports
- Assist with routine compliance monitoring for existing portfolio, including financial statements, project reports, take-out financing status, legal and general borrower status
- Prepare portfolio reports
- Provide technical assistance to borrowers
- Complete other assignments as required

Nature & Scope of Working Relationships

The Asset Manager position is required to maintain effective working relationships with CCLF team members; borrowers and their partners; CCLF program partners; consultants and vendors; financial institutions; state and federal agencies; CCLF Board of Directors; investors and funders and industry peers. This position reports to the Vice President of Portfolio Management.

Major Challenges/Performance Measures

The major challenge of this position is to provide prompt, accurate and superb customer service to a portfolio of highly diverse borrowers and projects, while insuring a high level of quality and performance from the loan portfolio.

Performance measures include: maintaining a depth of knowledge of each construction loan/borrower; proactive and timely problem solving; outstanding customer service; aggressive management of construction projects; prompt management of at risk/non-performing construction borrowers; timely and accurate reporting across the organization; and maintaining current, accurate, and organized loan management system and construction files.

Qualifications

The Asset Manager will possess the following:

- 2-3 years previous construction management or portfolio management experience with a financial institution, title company, and or general contractor
- Previous financial and project analysis experience
- Previous work experience in community development, real estate lending or asset management
- Working knowledge of the community, economic, and affordable housing development industry
- Ability to perform financial and project analyses
- Strong mathematical skills
- Strong oral and written communication skills
- A keen attention to details
- Ability to work successfully with a diverse range of community-based groups
- A proficiency with Microsoft Access database software
- Ability to organize and handle multiple priorities simultaneously
- Demonstrated project management and problem-solving abilities
- Ability to work effectively in a team work environment
- Working knowledge of the Metro Chicago area

Minimum educational requirement: Bachelor's degree in business, real estate, economics, urban planning or a related field.

Work Conditions.

Majority of time is spent indoors in an office atmosphere. Frequent local travel will be required. While performing the duties of this job, the employee is regularly required to sit, use hands, talk and hear. This position requires frequent standing, walking, kneeling and crouching. This employee must occasionally lift and/or move up to 25 pounds.

At CCLF, we are committed to an inclusive workplace where diversity in all its forms is championed. CCLF is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants with criminal histories, consistent with legal requirements. If you require special accommodation, please let us know.

To Apply

FOR CONSIDERATION PLEASE SUBMIT RESUME TO: JOBS@CCLFCHICAGO.ORG.

No phone calls please.