

## **Job Announcement: Vice President, Lending for Forward Community Investments**

The Vice President for Lending is responsible for leading the lending strategy of Forward Community Investments, a statewide CDFI in Wisconsin, serving nonprofit organizations. This includes managing and performing the origination, closing, and monitoring of the FCI portfolio. Projects include affordable housing, commercial real estate and other community development projects. The Vice President must have skills in creative deal structuring and resourceful partnership development. In addition, this person will provide organizations with technical assistance and financial analysis that fits the particular situation. The VP for Lending is a member of the senior management team and reports directly to the President.

### **About Forward Community Investments**

Forward Community Investments (“FCI”) provides low-cost, flexible financing and technical assistance to nonprofit community development organizations that develop affordable housing; promote economic and community development and support high-impact social service sector programming and facility initiatives. FCI targets projects that help revitalize low- and moderate-income neighborhoods throughout Wisconsin. FCI also offers financial and technical assistance to credit- and/or capacity-challenged nonprofit organizations and projects.

FCI is a growth-oriented community financial institution with an energetic staff that manages total assets of \$7 million and growing. Since its inception in 1994, FCI has disbursed more than \$15 million to benefit low-income people and disadvantaged communities in Dane County and, beginning in 2005, throughout Wisconsin. For more information about FCI, please visit [www.forwardci.org](http://www.forwardci.org).

### **Responsibilities**

Specific responsibilities include but are not limited to:

1. **Lead FCI’s Lending Strategy** – Grow, implement, and refine FCI’s lending strategy based on market demand and prudent risk management. Help nonprofits secure loans for everything from small equipment to major capital projects. Support organizations through all stages of the lending process from originating deals to assisting with applications, conducting financial analyses, underwriting loans, and presenting proposals to the lending committee. After loans are approved, prepare or oversee preparation of closing documents, continue to monitor organizations, recommend action and restructure loans when necessary.
2. **Technical Assistance** – Work with nonprofits to evaluate their overall financial health, determine financing needs, verify credit-readiness, and assess project feasibility. Develop and present regular workshops on capital project planning, financing and nonprofit financial health. Generates revenues for FCI through providing technical assistance to nonprofit clients.
3. **Product Development** – Contribute to the development of FCI’s products by identifying markets and assisting in the development of financial products and strategies to serve the markets.
4. **New Business Development** – Responsible for meeting annual lending goals by marketing FCI products and services to a wide host of partners, including nonprofit borrowers, banks and credit unions and community organizations.

5. **Partnerships and Public Relations** – Cultivate relationships with banks and other local financial intermediaries, including local community partners. Represent FCI in public forums, facilitate community outreach efforts and build referral networks.

### **Position Qualifications**

**Education:** Bachelor's degree or equivalent experience required; Master's preferred in business, finance, public administration, or related field

**Experience:** At least five years of lending experience, ideally in commercial banking or with another CDFI or loan fund

**Special Knowledge & Skills:** The successful candidate will possess the following:

Excellent financial analysis skills, with outstanding attention to detail and familiarity with nonprofit accounting

Strong working knowledge of public and private affordable housing programs, Community Development Block Grants, Low-Income Housing Tax Credits, New Market Tax Credits and other federal, state and local loan and grant programs

Experience providing consulting services and financial training

Demonstrated commitment to the nonprofit community along with the ability to deal effectively with diverse constituents and outside professionals from a wide variety of industries

Exceptional written and oral communications and interpersonal skills

Capacity to manage multiple and competing priorities in a rapidly-changing environment

Self-starter with the ability to work independently as well as collaboratively

Flexibility, creativity, and patience, with imagination, enthusiasm and a sense of humor

Ability to take initiative and focus on results; has an entrepreneurial work ethic

Willing to learn new skills and systems

Proficiency with Microsoft Office applications including Word, Excel and PowerPoint

**Unusual Physical Requirements:** Occasional evening and weekend work may be required. Interest and ability to travel locally and statewide year-round with occasional national travel

### **Status**

Fulltime, 40 hours/week

### **Compensation**

FCI offers a competitive salary (based on experience) and benefits package (including medical, dental, life and long-term disability insurances and an employer-contributed 401K plan) that varies by job status (full or part-time). FCI is an Equal Opportunity Employer.

**How to Apply:** Please send cover letter and resume to [resume@forwardci.org](mailto:resume@forwardci.org) including salary requirements. FCI intends to fill this position in the first quarter of 2010.