Community Development Loan Officer

Are you a Commercial Loan Officer professional who wants to make a difference in communities? Interested in cutting-edge community development, neighborhood revitalization, and developing mission-driven strategies? If so, we want to talk to you!

At our core, New Jersey Community Capital (NJCC) is a community development financial institution with a mission to create thriving communities through strategic investments and knowledge. Fulfilling the needs and improving the quality of life of thousands of individuals and families would not be possible without our talented staff and motivating environment. NJCC embraces diversity and equal opportunity in a serious way. We are dedicated to forming a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

Essential Functions

This position is primarily responsible for originating, underwriting, and closing loans that promote NJCC’s mission and demonstrate community impact. The CDLO will work with the Lending team to ensure that existing products and services are relevant to market needs and develop new products and services as needed. Working with the Lending team, you will:

- Actively maintain relationships with new and existing borrowers, key stakeholders, financial partners, other CDFIs, referral sources, and other NJCC constituents to increase NJCC’s visibility in low- and moderate-income communities.
- Originate loans and review credit quality of existing loans that are consistent with NJCC’s mission and in compliance with NJCC’s loan policies and capital resources to meet annual loan production goals and objectives.
- Work with clients to gather financial, operational, and organizational materials in preparation of loan applications.
- Address any credit quality issues of existing loans in an expeditious and appropriate manner to mitigate potential loan losses.
- Conduct loan/project underwriting and due diligence.
- Prepare commitment letters and review loan closing documents.
- Identify capital projects within low-moderate-income communities that would benefit from NJCC's existing products and services.
Qualifications

Candidates should have a demonstrated interest in the field of community development and an enthusiasm towards NJCC’s mission and vision. NJCC will give preference to candidates based on the following qualifications:

- Bachelor degree or equivalent experience required; advanced degree in business or related field preferred.
- 3+ years of experience in commercial lending or related field with experience in real estate or small business lending.
- Proficient in computer applications.
- Knowledge of community development financing and state and local subsidy programs preferred.
- Strong financial and analytical skills.
- Excellent verbal and written communication skills and interpersonal skills.
- Demonstrated ability to build, manage, and strengthen client relationships.
- Ability and willingness to travel throughout New Jersey to meet with clients, stakeholders, and community development professionals.
- Results-oriented with ability to work independently and handle multiple tasks.

Work Location

The position is located at 108 Church Street in New Brunswick, NJ 08901.

Work Schedule

Business hours run from 8:30 a.m. to 5:00 p.m.

Compensation & Benefits

We offer a competitive nonprofit salary based on experience and skills ($75-$85K/annually), as well as a generous benefits package, including health, dental, disability and life insurance; 401(k) retirement plan after a year of service; flexible spending accounts, including medical, dependent care, and transportation; and 25 paid leave days, including sick and personal days plus 12 paid holidays.

To Apply

If this exciting opportunity appeals to you, please email a thoughtful cover letter and your résumé to kcastillo@njclf.com. Please include “Community Development Loan Officer – Your Name” in the email subject line.

Check us out at www.newjerseycommunitycapital.org!