

NMTC Compliance Coordinator – Lending Servicing

Are you looking to grow your career in lending and loan compliance? Are you passionate about community economic development? Do you want to know that your work has a positive impact on New Jersey's underserved communities? If so, **read on.**

New Jersey Community Capital (NJCC) is a nonprofit community development financial institution that provides innovative financing to create thriving communities. Through its New Markets Tax Credits (NMTC) program, NJCC finances the development of operating business, charter school, community health care, childcare, and mixed-use facilities. As part of NJCC's lending team, the NMTC group has received total NMTC allocations of \$215 million to date. Our Portfolio Management and Compliance (PM&C) team is currently seeking an individual to join the department to help us in our work.

What you'll do:

The Coordinator works with the Compliance and Lending Departments to help manage the ongoing reporting and compliance activities of NJCC's NMTC investments. It involves three major components: Asset Management, Compliance, and Servicing. You will take responsibility for making sure these aspects of our operations run smoothly, effectively, and in accordance with current rules and regulations, as well as with NJCC policies and procedures. You will be in a matrix reporting structure that includes the Director of PM&C and the Lending Team Leader, Economic Development. You will work closely with both of them as well as members of the PM&C team. You will have the opportunity to gain experience in important aspects of community development lending and operations. You will:

- Assist in negotiating final payment and reporting terms before the loan closing;
- Review final loan documentation to determine the monitoring and compliance required by each loan;
- Perform cash management and loan servicing activities, such as invoice preparation, monitoring incoming payments, and processing outgoing payments and distributions;
- Review borrower financial statements;
- Perform NMTC compliance tests including Governing Board and Advisory Board accountability requirements;
- Manage project-level reporting, review information, and compile for NJCC's ongoing reporting obligations, as well as annual reporting to the CDFI Fund;
- Interact with borrowers, investors, and participant lenders about loan performance, projected and actual outcomes, and project information;
- Monitor subsidiary community development entity (sub-CDE) activities and support preparation of annual audited financial statements.

The skills you'll need

We're looking for people who are motivated and driven to develop their career. To be successful in this role, you'll:

- Want to work in a service-oriented, small office work environment, possess flexibility and an enthusiastic work ethic, and be inspired by NJCC's mission to strengthen communities.
- Have at least three years of experience in business, finance, or commercial loan operations.

- Have a demonstrated knowledge of the New Markets Tax Credit program and Community Development Financial Institutions.
- Have proficiency in analyzing financial statements of for-profit and nonprofit organizations and their real estate operations and familiarity with basic accounting principles.
- Be knowledgeable of basic business law concepts, including contracts, loan collateral, creditors' rights, and sufficient knowledge to review and understand loan documents.
- Be a self-motivated team player with excellent multi-tasking skills, excellent follow-up skills, and strong attention to detail.
- Have strong written and verbal communication skills.
- Have good networking, relationship management, and customer service skills.
- Be able to demonstrate proficiency with MS Office Excel, Word, and related product.
- Have a Bachelor's degree, with work or academic experience in operations, accounting, real estate, and/or community development.

What else you'll need to know

At our core, New Jersey Community Capital is a financial organization with a mission to create thriving communities. We do this 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 and diverse staff, and motivating environment.

We are all about taking a comprehensive approach to transforming New Jersey's underserved communities. NJCC specializes in providing flexible, hands-on financing to nonprofits and other mission-driven entities. We empower them to grow and thrive. We have an array of services for our borrowers, including financial training and portfolio management.

Each year, NJCC provides millions of dollars in capital and substantial technical assistance to support the revitalization of communities across the state. Our efforts provide quality housing, early care, education, and employment to thousands of low-income people. NJCC is a national leader in developing creative strategies to address the distress created by the foreclosure crisis. We have done this with large-scale programs to redevelop vacant homes, modify mortgages, and infuse capital into community-level efforts to stabilize neighborhoods.

NJCC offers a competitive nonprofit salary based on experience and skills, as well as an attractive benefits package including health, dental, disability and life insurance; 401(k) savings plan after one year's service; flexible spending accounts (medical, dependent care, and transportation); and 23 paid leave days (includes sick, personal, and vacation) plus 12 paid holidays. NJCC's office is located at 108 Church St. in New Brunswick, NJ, only two blocks from the train station.

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. Check us out at www.newjerseycommunitycapital.org

To Apply

If this exciting opportunity appeals to you, please email a thoughtful cover letter and resume to hr@njclcf.com. Please include "**NMTC Coordinator – Your Name**" in the email's subject line.