



108 Church Street, 3rd Floor | New Brunswick, NJ 08901 | 732.640.2061 phone | 732.543.1201 fax | www.newjerseycommunitycapital.org

NMTC Portfolio Coordinator

Passionate about groundbreaking community development and mission-driven leadership in a growing organization? Interested in cutting-edge community development, neighborhood revitalization, and developing mission-driven strategies? If so, we want to talk to you!

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.

Overview

The NMTC Coordinator will be responsible for all activities taking place after a New Markets Tax Credit loan closes, managing a substantial portfolio of loans/projects. The NMTC Portfolio Coordinator will be involved with a project before loan closing, in particular when the Lending team discusses and negotiates topics relevant to post-closing activities. After closing, the project responsibility shifts to the NMTC Portfolio Coordinator.

Responsibilities

- Perform Governing Board and Advisory Board reporting requirements.
- Perform NMTC compliance tests.
- Manage project-level reporting, review information, and compile for NJCC's ongoing reporting obligations, as well as annual reporting to the CDFI Fund.
- Review of borrower financial statements.
- Conduct annual project site visits.
- Perform investor reporting activities.
- Serve as liaison for borrowers, lenders, and investors by responding, resolving, and expediting inquiries, discrepancies, and special requests.
- Perform cash management activities, such as invoice preparation, monitoring of incoming payments, and processing of outgoing payments and distributions.
- Monitor subsidiary community development entity (sub-CDE) activities and support preparation of annual audited financial statements.

Qualifications

- At least 3 years of experience in business, finance, or commercial loan operations.
- Familiarity with basic accounting principles and proficiency in analyzing financial statements of for-profit and nonprofit organizations and their real estate operations.
- Basic familiarity with business law concepts including contracts, loan collateral, uniform commercial code, creditors' rights, and sufficient knowledge to review and negotiate loan documents.

- Demonstrated knowledge of the New Markets Tax Credit program and Community Development Financial Institutions.
- Demonstrated customer service experience.
- Self-motivated team player with excellent multi-tasking skills, excellent follow-up skills and strong attention to detail.
- Bachelor's degree required, graduate degree preferred.

Work Location

In the short-term, the position will be primarily working from home due to COVID-related precautions implemented by NJCC. In the long-term, the position will work out of the New Brunswick office located at 108 Church Street.

Work Schedule

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

Compensation & Benefits

We offer a competitive nonprofit annual salary based on experience and skills (\$45K-\$50K), as well as a generous benefits package, including health, dental, disability and life insurance after 30 days of service; 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 13 paid holidays.

To Apply

If this exciting opportunity appeals to you, please email your résumé to kcastillo@njclf.com and include "NMTC Portfolio Coordinator – *Your Name*" in the email subject line.

Check us out at www.newjerseycommunitycapital.org!