



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

Lending Fellow

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.

Job Overview

The Lending Fellow will be a key support in assisting the Lending team with underwriting, business development, relationship management, loan processing and closing, and loan portfolio monitoring. The Lending Fellow will develop an understanding of project management and lending procedures.

Responsibilities

- Participate in client and staff meetings.
- Assist the lending team in underwriting analysis, closing, and portfolio management.
- Review loan applications and assisting underwriter in completing financial analysis and the preparation of Credit Approval Memorandum.
- Assist in loan processing and closing procedures, including intake, financial and impact analyses of viable applicants, review of pricing structures, drafts of credit approval memos, and interaction with the Credit Committee.

Qualifications

- Strong financial and analytical skills.
- Effective communication skills.
- The ability to manage multiple projects at once.
- High motivation, independent thinking, and detail orientation.
- Poise and self-confidence to interact with prospective borrowers.

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

Hourly pay rate of \$15/\$19. Sick paid leave accrued at a rate of 1 hour for every 30 hours of service.

To Apply

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

Check us out at www.newjerseycommunitycapital.org!