



## Job Description

**Title:** Loan Fund Director  
**Location:** Boston, Massachusetts (preferred)

Capital Link is seeking a full-time, entrepreneurial, experienced professional with strong ability to raise capital, and manage a loan fund, including structuring, evaluating and closing leverage loans in conjunction with New Markets Tax Credits (NMTC) and other tax-driven financing mechanisms. Working to benefit community health centers nationally, the position requires a specific focus on raising capital to build Capital Link's (currently small) loan fund capacity, further developing lending policies and procedures, underwriting loans and managing a loan program to benefit health centers that are seeking NMTC and/or federally-guaranteed financing.

This new position, reporting directly to Capital Link's Chief Executive Officer, will be part of the senior leadership team that sets direction and develops strategies for accomplishment of Capital Link's goals and organizational priorities. Specific responsibilities include working to accomplish the following:

### **Essential Duties:**

#### ***Raise Capital for Loan Fund***

Capital Link's Loan Fund is currently capitalized at ~\$5 million. The Loan Fund Director will:

- Raise additional capital for the Fund from a variety of sources, including foundations, investors, CRA lenders and other sources;
- Apply for financial assistance from the CDFI Fund as appropriate; and
- Manage compliance reporting to lenders and investors as required by funding sources.

#### ***Coordinate Loan Fund Activities with Capital Link's NMTC Program***

Capital Link currently has a \$15 million GO Zone NMTC allocation and may apply for additional allocation in the future. The Loan Fund Director will:

- Coordinate Capital Link Loan Fund activities to provide a portion of leverage loan funding for current and future NMTC allocations;
- Develop and nurture relationships with other lenders to develop collaborative multi-lender relationships to fund health center projects;
- Work with Capital Link Project Consultants, other leverage lenders and NMTC investors to structure NMTC financing utilizing allocation from Capital Link and others.

#### ***Build Capital Link's Lending Infrastructure***

- Review existing lending policies and procedures and strengthen them where necessary;
- Develop loan closing, monitoring and asset management policies and procedures;

- Develop appropriate interface with Capital Link’s technical assistance activities;
- Work with internal staff-based Loan Committee and External, Board-Appointed Loan Committee to review loan requests;
- Report to Board on activities and condition of loan portfolio.

***Underwrite and Close Loans***

- Market, structure and close loans from Capital Link’s Loan Fund, including primarily leverage loans in conjunction with NMTC financing (in connection with Capital Link’s GO Zone allocation and allocation from other CDEs). May also include making loans in conjunction with HRSA and/or USDA Loan Guarantee programs.
- Manage lending process including underwriting loans; documenting and closing real estate-related loans; construction and ongoing loan monitoring; and loan servicing.
- Manage interface with lawyers, construction monitors, loan servicers and other professionals.

***Planning***

- Working with CEO and other Directors, plan for strategic development of Capital Link, including its Loan Fund and NMTC activities;
- Develop staffing plan for Loan Fund activities; work with Director of Administration and Finance to develop funding plan to support the program;
- Determine whether certain Loan Fund management functions should be handled internally or outsourced; implement preferred route;
- Responsible for establishing Loan Fund targets and goals and for meeting agreed-upon goals.

***Outreach and Other Activities***

- Participate in public meetings and presentations to inform and educate health centers, lenders, foundations, and others regarding the capital needs and capacities of health centers;
- Participate in developing and improving the overall capital and lending assistance programs of Capital Link;
- Other responsibilities, as assigned from time-to-time

**Qualifications:**

**1. Knowledge/Degree/License Requirements:**

- *Education.* Ideal candidate will have an MBA or equivalent education and training.
- *Finance/NMTC Knowledge.* Candidate will possess a strong track record of raising and deploying capital and will have significant working knowledge of the New Markets Tax Credit Program.
- *Knowledge of legal documents, statutory and program requirements.* Ideal candidate will have working knowledge of legal documents and statutory/program requirements associated with New Markets Tax Credits, conventional real estate loans and tax-exempt bond transactions.
- *Lending/Credit skills.* Ideal candidate will have undergone a credit-training program at a large bank, or have obtained significant credit evaluation skills through another avenue.

- *Interest in community development finance.* Interest in innovative approaches to community development and related financing mechanisms. Interest in working with smaller borrowers who may be unfamiliar with any lending processes.
- *Capital development knowledge.* Ideal candidate will have an understanding of the capital development process.
- *Nonprofit Knowledge.* Ideal candidate will be familiar with nonprofit organizations and understand their reimbursement patterns, financial statements and organizational structures.
- *Health Care Knowledge:* Ideal candidate will have an understanding of the health care industry, familiarity with community health centers and issues related to the expansion of access to primary and preventive health care. Ideal candidate will also be familiar with primary care associations.
- *Mission Driven.* Ideal candidate will demonstrate a commitment to the larger mission of expanding access to primary and preventive health care and will value the opportunity to work in a collaborative learning and teaching environment committed to providing excellent products and services to the community health center industry.

**2. Experience Requirements:**

- Ideal candidate will have at least five-to-seven years of experience raising and deploying capital and significant experience working with the NMTC Program.
- At least five years of lending or community development financing experience preferred.
- Ideal candidate will have experience developing, leading and managing projects both individually and as a member of a team.

**3. Skills Requirements:**

- Excellent organizational skills
- Excellent verbal and written communication skills
- Excellent public speaking/presentation skills
- Willing to take the initiative with a “hands-on” orientation
- Ability to manage cross-functional priorities and see the big picture
- Ability to plan and use resources wisely
- Ability to collaborate with multiple individuals and Teams, often operating at a distance
- Understanding of the longer-term financial impact of decisions and strategies
- Ability to develop and implement short-range and operating plans and budgets
- Attend meetings fully prepared to logically discuss the “pros” and “cons” of proposals
- Confidence in making decisions or recommendations
- Ability to negotiate
- Excellent facility with Excel spreadsheet packages
- Good general computer skills (and the ability to type your own work)

**4. Physical Requirements:**

- Must be able to travel to visit clients and to attend conferences, nationally (travel not to exceed 30% of working time).

- Most of the time in office spent sitting, with up to 1/3 of time walking or standing. There are no restrictions on ability to interrupt periods of sitting.
- Manual dexterity required for using computer, filing, etc.
- Minimal lifting.
- Vision requirements, as appropriate, for working on computer and with typed and handwritten materials.
- Must be able to hear well enough to communicate in person and by phone without special assistance.
- Must be able to speak and communicate clearly in English.

**5. Mental Requirements:**

- Ability to work well in a fast-paced environment, juggle many priorities and handle stress in a professional and positive manner.
- Ability to work independently and show professional judgment in carrying out assigned work tasks with limited supervision.
- Ability to respond appropriately and professionally to staff and members of the public, in person and on the phone.
- Ability to understand and follow complex instructions.

**6. Working/ Environmental Conditions:**

- Climate-controlled office
- Quiet working environment
- Unpredictable conditions when traveling for work

**7. Machines, Equipment, Tools Used:**

- Computer
- Telephone
- Fax machine
- Copy machine
- Calculator with financial functions

**8. Benefits** include health and dental insurance, 403b retirement plan, SEP-IRA, Section 125 and 132 plans, life insurance, short- and long-term disability insurance, 20 vacation days, sick/personal time, and 12 holidays.

**9. Competitive Salary** based on education and experience.

As a rapidly growing entrepreneurial nonprofit organization, Capital Link provides exceptional opportunities to its staff members. Competitive salary and complete benefits package. Interested applicants should submit a cover letter and resume to Susan Delfeld at [susan.delfeld@yahoo.com](mailto:susan.delfeld@yahoo.com).

Capital Link is an Equal Opportunity Employer and takes affirmative action to ensure that applicants and employees are not discriminated against because of race, color, age, sex, sexual orientation, religion, veteran's status, military status, creed, physical or mental handicap/disability or national origin.