

JOB TITLE: LOAN PORTFOLIO MANAGER
REPORTS TO: THE DIRECTOR OF LENDING

POSITION DESCRIPTION

DESCRIPTION

Since 1982, California Capital Financial Development Corporation (California Capital) has supported communities through capacity building and access to capital programs for small and microenterprise businesses. Certified by the U.S. Department of Treasury as a Community Development Financial Institution (CDFI), we are a mission-based nonprofit organization that provides programs and services to create asset and wealth development in low/moderate income, diverse, and historically underinvested communities. California Capital is host to several programs including the California State Loan Guarantee Program, Direct Lending Programs, the California Capital Women's Business Center (WBC), California Capital Procurement Technical Assistance Center (PTAC), and Sacramento Valley Small Business Development Center (SBDC).

The Loan Portfolio Manager will oversee, and manage the California Capital business loan portfolio. In this capacity, the Loan Portfolio Manager will manage all payments and accounting of loans; track submission of financials; ensure that insurance, collateral and UCC filings are current; and identify and restructure, collect and/or rehabilitate non-performing loans. In managing the loan portfolio, the Portfolio Manager will assess risk and the loan loss reserve fund. This role will collaborate closely with internal departments along with external clients including attorneys, title and insurance agents, appraisers, third party vendors, and Grant and Loan Program Partners. It is expected that the Portfolio Manager will provide competent, thorough, courteous, and efficient customer service to both internal and external customers with a minimal level of direction, guidance, and oversight.

RESPONSIBILITIES

This is a non-supervisory role and works under the general supervision of the Director of Lending. The Loan Portfolio Manager is responsible for ensuring the team is acting in accordance with servicing policies and procedures, providing training and professional mentorship across teams, identifying operational deficiencies, and working in concert with leadership to develop and implement process enhancements to ensure efficacy. The ideal applicant knows how to work in a collaborative environment and has strong financial analysis and oral and written communication skills. Versatility and flexibility across a wide spectrum of business tasks are key.

ESSENTIAL DUTIES

Handle servicing of loans post-closing and funding under the supervision of the Director of Lending and/or senior staff. Daily duties include:

- Tracking and accounting of loan payments;
- Developing strong client relations, conducting site visits as needed.
- Maintaining and updating loan records with current tax returns, insurance certificates, and other documentation as needed.
- Investigating past due payment behavior, servicing and managing the restructure, collection, and/or rehabilitation of loans over 45 days past due or otherwise identified to be in default, in a diligent, commercially reasonable manner that is free of conflicts of interest or preference and is consistent with legal loan agreements and Loan Servicing Operating Procedures;

- Providing written action plans outlining the cause of the loan default, as well as actions taken and intended actions to maximize recovery on a specific loan;
- Negotiating with borrowers and making necessary judgments based on conditions presented to protect California Capital's interest with appropriate risk mitigation and reward for risk, and to achieve maximum recovery in the most expeditious amount of time possible;
- Coordinating with Senior Management and legal counsel to develop the optimal collection strategy after considering all borrower options and executing the strategy through well-developed objectives;
- Providing advice and training to team members in handling troubled loans; and
- Providing management with a Portfolio Risk Sensitivity Analysis report at least quarterly
- Creating ticklers for monitoring financial reporting i.e. tax returns, quarterly statements, insurance
- Maintaining monthly reporting as required for Company loan programs
- Meeting with distressed borrowers to create a strategic repayment plan
- Assist, as needed, in performing the closing of loans on an as needed basis

Performing other duties as may be deemed necessary and appropriate, including, but not limited to:

- Working with senior staff on analyzing figures around economic development metrics, including designing and implementing client-focused surveys;
- Participating in close collaboration with other members of the team in the preparation of proposals and periodic reports to partner and funding agencies;
- Performing interim and annual financial loan monitoring in close collaboration with Credit Underwriters and senior staff.
- Working in partnership with the Director of Lending and loan team members on business development activities, including participating in client and/or prospect calls and representing the organization in meetings.
- Collaborating closely with our team in the development, launch and execution of new lending programs.

QUALIFICATIONS

- Bachelor's degree in accounting, business, economics, finance, or equivalent combination of training and experience.
- Ideal candidate has a minimum of 2-4 years' experience in mission-oriented portfolio management, financial analysis and deal structuring.
- Strong writing and composition skills.
- Strong interpersonal communication skills.
- Entrepreneurial approach to work.
- Knowledge of and/or interest in community development, racial equity and economic inclusion.
- Experience and desire to increase access to resources in low/moderate income, diverse and underserved communities.
- Proven ability to build relationships with potential clients, as well as business and lending partners.
- Experience or willingness to be trained and become proficient with lending software and Client Relationship Management systems.
- Fluency in languages in addition to English is a plus.
- Knowledge of lending and servicing software a plus (such as DownHome Solutions, Ventures+)
- We are looking for an individual who wants to make a difference in this critical new landscape, who would help us improve how we work day-to-day and maximize the growth and impact of our organization in the long term.



- The right fit would be someone willing to work hard, and always holding themselves to a high bar of performance. Sounds like you, or someone you know? Please reach out!

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

California Capital Financial Development Corporation is committed to employing quality staff members who are dedicated to community outreach and to recruiting and hiring persons from diverse backgrounds. Diversity fosters cultural awareness, promotes mutual understanding and respect, and promotes a productive and safe working environment.

WORKING CONDITIONS: Office environment; physical demands include sitting, standing, reaching, bending, walking, and lifting actual weight of 25 pounds. Travel and participation in meetings will be required. Some work may be organized remotely.

EMPLOYMENT TYPE: This is a full-time position

COMPENSATION: Competitive salary commensurate with experience. Excellent benefits package, including health, dental, vision and retirement plan available. Paid vacation, holiday and sick leave. The pay range for this position is: \$70,000 to \$85,000 annually.

APPLICATION INFORMATION

Interested candidates should submit the following documents via email for consideration:

- Resume
- A Cover Letter that succinctly addresses how your experience and professional qualifications prepare you for this position must be included

Applications may be submitted to careers@cacapital.org with "Loan Portfolio Manager" in the subject line.

California Capital is an equal opportunity employer.

NOTE: This is a hybrid role with the expectation of working a minimum of two days in the office per week.

No Phone Calls or Faxes Please