



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

Title: Credit Underwriter
Department/Division: Entrepreneurship Center
Revision Date: April 2023

SUMMARY:

The **Credit Underwriter** position supports the credit function of the organization's lending activities by providing independent underwriting and analysis, portfolio management, loan reviews, and suggestions for appropriate loan structure. Accountabilities include timely and thorough analysis; well-written credit memos; positive relationships with Loan Officers and Borrowers; and overall strength of the loan portfolio. The credit underwriter supports the lending activities for the Urban League's subsidiary, Central County Community Development Corporation (CCCCDC).

CORE DUTIES AND RESPONSIBILITIES include the following:

- Maintain a working knowledge of (CCCCDC) policies, procedures, and philosophies. Develop and maintain effective working relationships with borrowers and potential customers, staff and other stakeholders.
- Conducts underwriting activities for organization and project analysis and in support of loan origination.
- Prepares credit memos in collaboration with Loan Coordinator to provide an analysis of the financial condition and other strengths/weaknesses of sponsors/developers, assessment of the viability of loan requests including sources of repayment, development budgets/proformas, collateral and proposed loan structure, and ability to fully analyze the identified take-out strategies.
- Make recommendations as needed and provide an analysis and evaluation of risks and mitigating factors and recommend action on loan requests under established risk rating and credit policy guidelines; and provide timely, well-written, accurate and organized loan presentations.
- Monitors compliance and loan covenants, reviewing borrower reports, and conducting site visits if needed.
- Conduct semi-annual loan reviews as per defined take-out strategy and analyze borrower financial statements.
- Makes presentation to the Loan Committee and/or board of directors of loan prospects for funding.
- Adjusts risk ratings and possible courses of action to mitigate risk.
- Maintains the confidentiality of all company related data and ensures client hard files are secured and locked for safe keeping.
- Reviews and develops a working knowledge of regulations and guidelines as they apply to the delivery of the small business loan fund and other loan products and services. This includes but is

not limited to the cultivation of partnerships to ensure the sustainability and growth of the loan program.

- Conducts periodic training and education sessions for clients, staff and other stakeholders as needed.
- Researches and advises the immediate supervisor of needs, trends, and issues within program areas and recommends activities and strategies to address them.
- Implements and manages special projects as assigned.
- Submits required programmatic paperwork, reports and assignments as required in a timely fashion.

EDUCATION and/or EXPERIENCE:

- Bachelor Degree in Finance, Accounting, Economics, Business or Real Estate/Urban Planning.
- Must have a minimum of 3-5 years of experience in financial analysis and underwriting, deal structuring, relationship, and loan processing management.
- Community Development Financial Institution (CDFI) experience preferred.

OTHER SKILLS, ABILITIES and QUALIFICATIONS:

- Possess a working knowledge of business finance and lending, with experience structuring, underwriting, and closing loans.
- Strong relationship-building approach with the ability to center the needs of clients and communities while balancing credit decisions.
- Ability to model financial investments including expected cash flow and return on investment.
- Strong analytical skills and can present complex analytics in an accessible manner.
- Excellent organizational skills and attention to detail.
- Excellent project management skills.
- Self-starter who can move on complex challenges without heavy oversight.
- A solutions-based mindset and approach.
- Flexible, adaptable, and willing to pivot on short notice to meet the organization's needs.
- Proficient with Microsoft Office Suite and Loan Management Systems.
- Experience or interest in working with diverse low-income communities.
- Demonstrated professionalism, diplomacy, and composure; flexible and able to adapt to a variety of situations.
- Ability to work cross-functionally with multiple business departments and in a team environment, including leaders within the company.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have a valid Florida Driver's License and a reliable vehicle.
- Must pass a Level 2 background fingerprinting and drug screening.
- Must complete National Development ED101 training and pass exam within first 90 days.

Submit Cover Letter and Resume to:
hiring@ulbcfl.org

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER