LRC
Strategic Urban Lending

Legacy Redevelopment Corporation – Portfolio Manager

Position Summary:
Legacy Redevelopment Corporation is seeking to hire a Portfolio Manager. The Portfolio Manager is a member of a close-working team of professionals dedicated to sourcing, underwriting, closing and managing a portfolio of loans to small businesses throughout the City of Milwaukee and City of Racine.

The Portfolio Manager will be responsible for managing borrower relationships, analyzing and monitoring the performance of loans and borrowers. The Portfolio Manager shall manage borrower relationships, conduct financial analysis, and complete the underwriting and restructuring of loans, as well work directly with LRC's Business Consultant on technical assistance in order to support the success of borrowers and the health of the loan portfolio. The role requires creative structuring and resourceful relationship and partnership development to succeed in maintaining the quality of the portfolio.

This position will report to the President/CEO.

Primary Duties and Responsibilities:

- Portfolio Management – Responsible for overseeing and managing LRC's loan portfolio. Loans range from micro-loans; working capital lines of credit to construction loan financing.
- Underwriting – financial analysis of all new, renewal and restructured loans - requests submitted to LRC from LRC's President/CEO, Chief Lending Officer or Racine Small Business Lender

  After loan approval and closing responsibilities include:

- Review draw requests and back-up documentation for compliance with applicable loan requirements, including construction draw documentation and reports.
- Monitor loan covenant compliance, and ensure timely evaluation of client financial condition, organizational trends, collateral coverage and repayment ability.
- Produce loan statements on billing cycles
- Monitor and resolve any loan billing or collection issues.
- Work with LRC's Chief Lending Officer to conduct risk rating reviews in order to obtain an accurate assessment of repayment risks.
- Undertake increased scrutiny and monitoring of higher risk loans, and manage delinquencies.
- Work with LRC's Chief Lending Officer to complete evaluations of loans and lines of credit amendments, renewals and restructurings, and present recommendations to LRC's loan committees on a timely basis

- Work with LRC’s Chief Lending Officer to assist w/ executing collection strategies and action plans, assist in negotiations, and restructure loans when necessary.
- Communication and reporting – communicate and meet with portfolio clients.
- Work with LRC’s Chief Lending Officer on the collection and analysis of loan portfolio data and preparation of reports to the board of directors and investors as requested
- Work with LRC’s Business Consultant on relationship management and technical assistance – monitor and proactively work with clients to evaluate their overall financial health, improve their operating performance, and meet their financing and facilities needs. With recommendation and direction from the Business Consultant, develop appropriate financial solutions which meet client needs and protect LRC's capital.
- Internal and external relations – maintain a culture of quality customer service at all points of contact with clients, colleagues, board and committee members, and other partners.
- Other duties – supports and contributes to LRC’s products, services and initiatives

Essential Requirements for Education and/or Experience:

- Bachelor's degree or equivalent experience required.
- At least three (3) years of direct lending or portfolio management experience, ideally at a community development financial institution, a commercial bank or other financial institution.
- Strong financial analysis skills
- Excellent written and oral communications and interpersonal skills.
- Strong time-management, multi-tasking and organizational abilities.
- Self-starter with the ability to work with limited supervision as well as collaborate with a close-knit group.
- Ability to take initiative and focus on results.
- Proficiency with Microsoft Office applications, including Word, Excel and PowerPoint; experience with Salesforce preferred.
- Interest and ability to travel to meet with portfolio clients – in the Racine market (as needed).

If this position sounds right for you, please submit your resume to: tcaro@lrcmke.com

Salary is based on experience

Competitive benefits package: Health, Dental, Vision, Life Insurance, STD and retirement plan w/ company match for all qualifying employees