POSITION DESCRIPTION

JOB TITLE: Underwriter, Affordable Multi-family

REPORTS TO: EVP/COO

COMPANY: Neighborhood Lending Partners, Inc.

CLASSIFICATION: Exempt

LOCATION: 3615 West Spruce Street Tampa, FL 33607

HOURS: Full Time – Monday through Friday

JOB SUMMARY: Neighborhood Lending Partners (NLP) seeks a detail-oriented, collaborative self-starter to join the Underwriting and team. Reporting to the Chief Operating Officer, the incumbent will underwrite affordable multi- and single-family developments using a variety of different subsidies and financing structures including Section 42 Low Income Housing Tax Credit (LIHTC) equity, and conventional financing in senior and junior positions. Provides ongoing credit risk monitoring by performing annual reviews and generating loan grade recommendations. Assists with credit research and financial analysis. Underwrite new types of transactions as funding sources are identified. This role requires regular interaction with external stakeholders, including member banks and customers.

ESSENTIAL FUNCTIONS:

• Utilize and enhance financial models detailing development budgets, financing sources and operating pro-formas for low-income housing with rental restrictions imposed by various forms of subsidy.
• Prepare underwriting packages to be presented to loan committee.
• Complete financial analysis of borrowers' financial statements.
• Provide credit research as directed.
• Assists Portfolio Manager in annual portfolio assessments
• Provides ongoing risk monitoring of loan portfolio per advisement of the Portfolio Manager.
• Perform other duties as assigned.

QUALIFICATIONS:

- Preferred bachelor's or master's degree in finance, business, economics, real estate, or a related field, with strong interest in lending and affordable housing.
- 1–2 years of Commercial Banking or LIHTC syndicator underwriting experience preferred
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Must be detail-oriented
- Proficient in Microsoft 365 programs, including MS Word and Excel.
- Salesforce CRM experience a plus

Please send cover letter and resume to Kevin Fitzgerald, SVP at inquiry@nlp-inc.com