



## Job Announcement: Senior Credit Associate

### **About RSF Social Finance:**

Imagine working with a group of thoughtful, committed colleagues to transform the way the world works with money.

At RSF Social Finance, we bring our individual passions, experience, and skills to meet the needs of others through innovative and integrated investing, lending, and giving services that generate positive social and environmental impact while fostering community and collaboration among participants.

With a 30 year track record of deploying loans, grants, and other catalytic capital to non-profit and for-profit social enterprises, RSF is recognized nationwide as a leader in the field of social finance. As an organization of fewer than 50 employees, RSF's approach is to grow our team by adding one person at a time. In doing so we identify and seek a particular set of skills and experience to meet specific organizational needs, while seeking candidates who are also aligned with our purpose, values, and operating principles.

For more details, visit [rfsocialfinance.org](https://rfsocialfinance.org).

### **Position Summary:**

The Senior Credit Associate is responsible for underwriting commercial loans to non-profit and for-profit social entrepreneurs in the USA and Canada, as well as helping to manage RSF's processes for underwriting and portfolio management. Primary duties include underwriting and obtaining credit approval for new and existing formula-based commercial loans in the portfolio, including shared risk and collaborative loans across the risk spectrum. This role reports to the Credit Manager and is part of the RSF Lending Team.

### **Responsibilities:**

#### **Credit Underwriting**

- Evaluate risk, social impact, and financial sustainability of new and existing clients for the Social Enterprise Lending, Shared Risk and Collaborative programs.
- Underwrite new loans, amendments, and rollovers that meet RSF's standards for credit quality, social impact, and revenue targets. Escalate credit issues to Credit Manager as needed.
- Independently manage workflow with minimal supervision including multiple credit requests at different stages of the underwriting process.
- Perform financial analysis and research for new loan inquiries.
- Collaborate with Credit Manager to develop appropriate loan structures to manage credit and risks of the loans.
- Present credits for approval to the RSF Credit Committee.

- Identify and recommend ways to improve procedures to maintain credit quality and enhance processes.
- Manage and delegate annual reviews to credit associate; report on findings and results to management and board.
- Assist with integrated capital collaborative when necessary.

#### **Portfolio Management**

- Manage the compliance tracking process in Sagemworks; support other members of Lending Team in obtaining all information required for covenant compliance.
- Proactively recommend waivers, restructuring plans, and work-through plans to the Credit Manager as appropriate.
- Assist in implementation of portfolio management tools and systems to increase efficiency and effectiveness.
- Perform annual reviews on the portfolio.

#### **Loan Administration**

- Manage the loan disbursement process from request from client to funding in partnership with Loan Servicing.
- Order appraisals and environmental reports.
- Assist Senior Directors with certain administrative tasks such as meeting preparation, scheduling, expense management and meeting follow-ups.

#### **Knowledge, Skills, and Abilities:**

- Minimum 3 years' experience in financial analysis and risk assessment.
- Demonstrated ability to assess risk through a nontraditional financial lens highly preferred.
- Experience working with both for-profit and not-for-profit organizations is strongly preferred.
- Familiarity with the social finance sector, social enterprise, or one of RSF's focus areas is preferred.
- Fluency in oral and written English required.
- Strong written and oral communication skills, including the ability to create credit memoranda for approval and articulate RSF's lending philosophy and loan products, and the ability to converse by telephone and in person with potential and existing clients.
- Must have a solid grasp of for-profit and non-profit accounting, advanced credit analysis, and financial modeling.
- Demonstrated analytical ability, including the ability to understand repayment risks in various industries and mitigate them to the satisfaction of RSF and social entrepreneurs.
- Strong attention to detail.
- Demonstrated proficiency in financial analysis as it relates to risk management.
- Effective knowledge of Microsoft Outlook, Word, Excel, and PowerPoint required.
- Must be able to use the Internet for research and information-gathering.
- Salesforce experience preferred but not required.
- Ability to exercise good judgment, with appropriate supervision, to manage time effectively, solve significant loan structuring problems, and escalate to Underwriting Manager as appropriate.



- Ability to effectively communicate, negotiate, and present information to Underwriting Manager and Lending Team.
- Ability to work independently, and as part of a team.
- Ability to work collaboratively with staff members and effectively interact with clients.
- Ability to maintain a high degree of professionalism.
- Commitment to the purpose, values, and operating principles that inform RSF's work.

**Compensation & Benefits:**

The expected initial salary for this position is expected to be in the \$60K to \$70K range. Other benefits include:

- A fulfilling work environment at a supportive and entrepreneurially-driven organization
- A competitive compensation package including employer-paid medical, dental, and vision insurance benefits
- Very generous vacation and sick leave benefits plus nine paid holidays per year
- 403(b) plan with employer-paid contributions after one year of employment
- Exposure to innovative ideas, projects, and collaborative staff activities
- Access to numerous professional development opportunities

**Application Instructions:**

Please submit your resume via e-mail to [HR@rsfsocialfinance.org](mailto:HR@rsfsocialfinance.org) along with a thoughtful cover letter. In the cover letter, please explain why you are interested in the mission, values, and activities of RSF Social Finance. Please also tell us why your skills and experience would make you successful in this role.

In the e-mail subject line, please write "Senior Credit Associate".

Please note that applications without a cover letter will not be considered. No phone calls please.

Applications will be accepted on a rolling basis.

RSF Social Finance is an equal opportunity employer; candidates representing a diversity of backgrounds are encouraged to apply.