

LOAN PORTFOLIO MANAGER

JOB DESCRIPTION

AltCap is a local leader in equitable lending and ally to underestimated entrepreneurs. We pair financing expertise and on-the-ground advocacy to give small business owners access to the affordable, patient capital they need to start, grow, and thrive. Our lending is not a handout, it is a community and economic catalyst. By igniting the entrepreneurship potential that traditional lenders may overlook, we empower entrepreneurs throughout our communities to build a more inclusive, vibrant local economy.

Reporting to the Director of Lending, the Loan Portfolio Manager will be responsible for supporting the loan portfolio and servicing prospective and current borrowers, collateral management, and problem resolution. This candidate must have strong borrower relationship and organizational skills, analytical ability as well as show initiative and drive to administer the document request, collection and due diligence process. Additionally, while working in an independent and reliable manner is critical, teamwork and effective communication will also be necessary for success.

RESPONSIBILITIES

Loan Monitoring and Modifications:

- Review and monitor current and past due loans, making recommendations for resolution.
- Ensure accuracy of loan database, managing collateral, risk ratings, etc.
- Report deteriorating credit situations promptly.
- Monitor loan portfolio for revenue opportunities and loan exposures.
- Underwrite document renewals, modifications, and covenant defaults.
- Assist in loan document negotiations.
- Implement collection and work out of delinquent loans, including sending prompt collection notices.
- Request appraisals and inspections of collateral, as necessary.
- Collaborate closely with outside counsel to demand and liquidate collateral securing the loan.
- Review cost of collection action vs. loan balance to determine strategy.
- Prepare requests for liquidation and/or litigation.
- Determine proper risk ratings and process upgrades/downgrades quarterly.
- Process monthly charge off requests based on policy and present to Executive Leadership for approval.
- Conduct and document business site visits as assigned to verify status of business, collateral, and jobs.
- Collaborate with Director of Lending for credit analysis of financials provided by loan applicants.



AltCap

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Reporting and Additional Responsibilities:

- Prepare routine portfolio reports for Executive Leadership detailing asset quality, portfolio/industry/market analysis, asset allocation, and non-performing loan analysis.
- Prepare reports and memos for CPA firm, participating lenders, auditors, and affiliates as assigned.
- Understand, follow, and recommend updates to policies and procedures related to Portfolio Management and Credit functions.
- Collaborate with Loan Administrator in monitoring loan department administration process, including requesting, collecting, and managing required documentation.
- Establish and maintain relationships with current and prospective borrowers, leveraging borrower knowledge to identify and recommend opportunities to cross-sell additional loan products.

QUALIFICATIONS

- Commitment to AltCap's mission of promoting economic opportunity for underserved communities.
- Bachelor's Degree in Finance, Accounting, or Business Administration (or equivalent work experience).
- Minimum 2-3 years of commercial loan administration lending experience.
- Highly analytical thinking with proven talent for streamlining complex work processes.
- Results-driven and detail-oriented achiever with exemplary organizational skills.
- Proven ability to manage multiple priorities and meet deadlines.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office suite and Salesforce a plus.
- Resourceful collaborator who excels at building trusting relationships with borrowers and colleagues.
- Adventurous eater.

BENEFITS

- Competitive compensation.
- Health, dental, and vision insurance available on day one.
- HSA, FSA, short-term and long-term disability, and employer-paid life insurance available.
- 401(k) plan available after 6 months with 3% employer contribution.
- Generous PTO/holiday policy with 11 national holidays, day after Thanksgiving & Christmas to New Year.
- Hybrid workplace availability

TO APPLY

Join our dynamic team and contribute to our mission of creating positive social impact. The Loan Portfolio Manager position is a full-time position, Monday – Friday, 8:30 am – 5:00 pm with occasional evening and weekends required. To apply, please email a resume and a cover letter articulating why you think small business lending is important to the economic development of low- to moderate-income communities to Dawn Kennedy, Director of Lending at dawn@altcap.org. Applicants must be authorized to work for any employer in the U.S. We are currently unable to sponsor or take over sponsorship of an employment Visa. AltCap is an Equal Opportunity Employer. We celebrate, support, and thrive on diversity and are committed to creating an inclusive environment for all employees.