

JOB TITLE: Portfolio Manager

DESCRIPTION: The Portfolio Manager is responsible for monitoring the health of EDG's loan portfolio. The position's four primary job functions are portfolio management, program management, collections, and loan underwriting/processing.

JOB DESCRIPTION

1. Portfolio Management

- **Portfolio Analysis:** Conduct quarterly analysis to evaluate the general condition of the operation, its profitability, and its assets quality. Assess quarterly the quality and composition of the loan portfolio (loan size, risk involved, industries, geographical distribution, and length).
- **Monitoring Loan Loss Reserve Levels:** Monitor and adjust loan loss reserve levels once per quarter by scoring outstanding loans to determine appropriate levels of loan loss reserve required.
- **Loan Covenant Compliance:** Track client compliance with loan covenants, including an annual covenant compliance meeting and manage any changes through loan workouts and other negotiation with clients.
- **Statistical Tracking:** Manage maintenance of statistical information on the loan portfolio and clients for report generation and internal control/evaluation.
- **Credit Policies:** Periodically review and update EDG's policy and procedures manual.

2. Collections

- **Collections/Payment Tracking:** Track delinquent/defaulted borrowers and take necessary action. Work with program attorneys to initiate legal action when necessary and initiate relationship with collections agency and manage those accounts. Manage the repossession process in the case of delinquencies.
- **Monitoring Delinquency/Default:** Monitor delinquency/default of both individual borrowers and of the portfolio as a whole. For individual borrowers, track each borrower's payment history. For the portfolio, run aging reports monthly and track overall levels of delinquency. Provide information on the status of loan payments of current clients monthly and to assist in collection and post-loan technical assistance.
- **Loan Workouts:** Manage loan workout activities including loan restructuring, asset liquidation, and all other negotiations with clients.
- **Credit Reporting:** Ensure the accuracy of the payment information reported to the credit bureaus.

3. Program Management

- **Program Activities:** Assist the Managing Director in tracking EDG's program objectives and activities
- **External Reporting:** Responsible for the preparation of EDG's statistical and program reports to funding organizations. Respond to ad-hoc reports, questionnaires and surveys on program performance.
- **Internal Reporting:** Prepare internal reports and respond to internal inquiries regarding performance and program activities.
- **Management of loan closing:** Manage the closing and post loan communication/monitoring efforts.

4. Loans

- **Loan Closing:** Prepare legal documents for approved loans and meet with clients to close their loans and explain the responsibilities of taking on debt in the presence of the underwriter. Check client files for complete documentation, verify that any loan conditions have been satisfied and generate paperwork required to disburse the loan.
- **Loan Underwriting:** Act as a member of the internal loan review committee. Provide limited technical assistance to clients and for loan packaging, as needed.

QUALIFICATIONS:

- A minimum of three years of experience in one or more of the following areas: program/business management, loan processing/servicing, portfolio management, finance, micro credit.
- Must be detail oriented and have excellent negotiation skills
- Ability to work in a multicultural environment with individuals of wide-ranging education level & socioeconomic status

- Computer proficiency in database, spreadsheet, and word processing programs
- BA/BS in Finance or Business Administration, MBA preferred.

REPORTS TO: Managing Director

Send resume and cover letter to: kkelly@ecdcus.org

ECDC EDG maintains a drug-free workplace.