



## POSITION DESCRIPTION

### **Senior Loan Officer** **Vital Healthcare Capital**

*Exciting position at the forefront of social finance and health.*

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#### **ABOUT THE ORGANIZATION:**

**Vital Healthcare Capital (V-Cap)** is an innovative social impact loan fund (CDFI) which finances quality care and good healthcare jobs in low-income communities across the U.S. V-Cap has a pipeline of high impact projects, \$35 million in capital and a goal of growing to \$100 million in 5 years.

V-Cap provides financing and technical assistance to help excellent safety-net healthcare organizations innovate and grow in a rapidly evolving healthcare sector. V-Cap focuses on integrated and person-centered care for low-income and vulnerable populations, including the elderly, at-risk youth, people with disabilities, and people with behavioral health needs. V-Cap prioritizes healthcare organizations that enhance job quality and job skills for frontline healthcare workers. V-Cap provides flexible facility, bridge and business loans.

V-Cap is headquartered in New York, but national in scope, with initial activity focused in MA, NY, CO, and CA. For more information, visit <http://www.vitalcap.org/>.

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#### **ABOUT THE POSITION:**

The Senior Loan Officer will handle all aspects of evaluating and underwriting loans to community-based healthcare providers, including initial review, loan structuring, full underwriting and closing. The position will also involve managing a portion of V-Cap's loan portfolio. The Position will report to the Chief Lending Officer ("CLO") and will support V-Cap's business development and lending activities across its footprint.

#### **Responsibilities:**

- Develop a deep understanding of the healthcare sector, including financial, market and regulatory issues required to successfully evaluate, underwrite and service loans.
  - Under the direction of the CLO, assist business development staff to evaluate potential loan opportunities, and manage new and existing borrower relationships.
  - Under the direction of the CLO, evaluate, underwrite and close new loans, including:
    - Perform due diligence review of potential borrowers, including detailed analysis of their financial statements, organizational capacity, proposed use of loan proceeds, market and regulatory environment.
    - Identify and mitigate key financial, organizational, market, regulatory and implementation risks of proposed loans.
    - Structure new loan proposals, including evaluating potential loan terms and preparing draft term sheets.
    - Prepare initial loan summaries and comprehensive credit memos, and present proposed loans to management and Loan Committee for review and approval.
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- Manage all aspects of the closing process, including working with outside legal counsel, reviewing closing due diligence and negotiating loan documents.
  - Manage a portfolio of existing loans, including reviewing financial, impact and other reporting, monitoring compliance with loan terms, handling loan modifications and workouts and conducting annual site visits.
  - Performing other related work as needed.

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**CANDIDATE  
REQUIREMENTS:**

- Master's Degree in Business Administration, Finance, Public Health, Public Policy or related field, or B.A. plus equivalent experience.
- 5-7 years' of lending experience in community development finance, healthcare finance, commercial lending or related field. Demonstrated underwriting experience required.
- Demonstrated experience in structuring, underwriting and negotiating complex community development financial transactions, including balancing mission goals with solid underwriting judgement and risk mitigation.
- Knowledge of the healthcare industry, business lending and/or formal credit training a plus.
- An understanding of financial accounting is required.
- Strong analytic skills, including financial analysis, business planning or organizational assessment, and qualitative research.
- Ability to identify, evaluate and mitigate risk.
- Ability to think proactively and creatively to effectively solve problems.
- Strong interpersonal skills.
- Ability to manage multiple tasks effectively to meet deadlines.
- Strong verbal and written communication skills.
- Must be highly motivated, able to work independently, with modest supervision, and collaboratively in a team setting.
- Modest travel required.
- Must demonstrate strong ethics in interpersonal relations.
- Proficient knowledge of Excel, MS Word and Power Point.
- Demonstrated passion for working in a mission driven organization with a commitment to affecting positive change in low-income communities.

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**COMPENSATION:** Salary and benefits are competitive and commensurate with experience.

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**LOCATION:** New York City

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**QUALIFIED  
INDIVIDUALS, PLEASE  
APPLY:**

***To apply, please submit your resume, cover letter and salary requirements to [recruiting@vitalcap.org](mailto:recruiting@vitalcap.org), with "Senior Loan Officer" in the Subject line.***

***Vital Healthcare Capital is an equal opportunity employer, is committed to inclusion, and welcomes candidates from diverse backgrounds.***

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