



## **JOB DESCRIPTION**

**POSITION TITLE:** Portfolio Manager

**DEPARTMENT:** Portfolio Management

**LOCATION:** Main Office

**REPORTS TO:** SVP/Deputy Senior Credit Officer

**FLSA Code:** Exempt

### **Summary:**

The Portfolio Manager is responsible for the overall asset management and reporting for a portfolio of loans to support the development of housing, early education, charter schools, other community facilities, small businesses, faith based institutions and others. The Portfolio Manager also supports Underwriting and Business Development in strengthening relationships with clients. As part of Credit, the Portfolio Manager supports the achievement of institutional and overall Credit work plan goals.

### **Reporting Relationship:**

The Portfolio Manager reports to the Deputy Senior Credit Officer and will work closely with the SVP/Senior Credit Officer, SVP/Credit Operations Manager, SVP/Senior Risk Officer, Underwriters and Business Developers in an effort to meet lending goals and objectives. The Portfolio Manager will communicate with borrowers, third party lenders, attorneys and other external parties, as appropriate.

### **Major Duties and Responsibilities:**

#### **Asset Management:**

- Loan Monitoring – The Portfolio Manager will be responsible for the ongoing asset management of a portfolio of housing, community facility, small business and other loans, including developing a relationship with each borrower and conducting regular loan monitoring reviews. The Portfolio Manager will prepare Credit Reviews for each loan on a regular schedule to review overall asset quality, including performance against

original underwriting expectations. Such reviews evaluate information including borrowers/sponsor financial statements, rent rolls, project status reports, and overall analysis of the credit condition of the borrower/sponsor, stress testing as informed by a complete understanding of CNB's relationship with and exposure to the borrower. As needed, the Portfolio Manager will consult with the original Underwriter to obtain insight for analyzing the credit condition of the borrower/sponsor and/or project and additional information related to the borrower relationship.

- Site visits – The Portfolio Manager will conduct regular site visits and prepare site visit reports for loans in his/her portfolio in accordance with Credit policies and procedures.
- Loan Extensions and Modifications – For loans where the borrower is seeking an extension and or modification, the Portfolio Manager will work closely with the borrower to provide a preliminary assessment of the necessity and feasibility of such extension or modification, and communicate with the Deputy Senior Credit Officer. The Portfolio Manager will conduct an analysis of the credit and make a recommendation as to the extension or modification terms and conditions, if an extension or modification is deemed appropriate.
- Non-performing Loans – the Portfolio Manager will provide support, as requested to the Deputy Senior Credit Officer in managing non-performing loans, including but not limited to conducting site inspections, appraisal reviews, and borrower or project financial analysis.
- Reporting – the Portfolio Manager will be responsible for reporting on the overall portfolio, including and not limited to assessing asset quality, stress testing, industry and market analysis, asset allocation, reserves and non-performing loan analysis.
- Projects – the Portfolio Manager may from time to time have an opportunity or be required to work on miscellaneous projects and initiatives related to either the credit functions or across the company as needed.
- Policies and Procedures – the Portfolio Manager will be responsible for understanding, complying with, creating and recommending updates to the policies and procedures related to the Portfolio Management and Credit functions.

**Customer Service** - The Portfolio Manager will maintain a positive and professional relationship with CNB's customers and business partners (which include third party lenders, attorneys and other external parties) by responding promptly for any and all requests in a responsive, consistent, accurate manner.

- Perform other related duties as assigned.
- Ensure compliance with the Banks Credit Policy and regulatory compliance standards.

## **Knowledge, Skills and Abilities**

### **The ideal candidate for this position will have these key qualifications:**

- Experience in real estate-based or business lending, including credit analysis, due diligence and loan documentation
- Proficiency in analyzing financials of nonprofit organizations, small businesses, and real estate operation (in particular, rental housing and community facilities).
- Familiarity with federal, state, and local government funding sources for capital and operating needs of multi-family housing, special needs housing, and community facilities.
- Working experience with both private sector financial institutions and public agencies.
- Computer aptitude, including knowledge of Microsoft Office Suite programs, and other database software.
- Excellent skills in managing multiple task requiring strong attention to detail.
- High level of analytical and research expertise
- Excellent leadership, interpersonal, team and communication skills (written and verbal)
- Knowledge of banking regulations (OCC and FDIC)
- Ability to work independently with limited supervision
- Ability to establish credibility and rapport;
- Ability to communicate and function professionally with all levels of personnel and business partners across the organization
- Must stay current on operational, product, and system changes/enhancements, as well as demonstrate good risk management decisions
- Able to take “full ownership” of issues until they are completely resolved
- Unpredictable hours, and ability to work long hours including weekends and some evenings

### **Educational and Other Requirements:**

- Undergraduate degree in a relevant area of study such as real estate, urban planning, business administration or finance.
- Relevant work experience in commercial lending function (commercial real estate, construction, small business lending, etc.) preferably with a community bank or community development financial institution
- Credit training (formal or on-the-job) at a commercial bank, credit union or community development financial institution that is recognized and well regarded for its credit risk acumen
- Experience with loan, legal and collateral documentation and compliance
- High degree of self-motivation, dedication, creativity, and perseverance, including flexibility with time and willingness to accept a demanding (and personally satisfying) position.

- Teamwork and time management skills
- Travel is required and candidate must have a valid driver's license.

**Compliance Training:**

- Must be willing to and successfully complete ongoing compliance training including but not limited to the Bank Secrecy Act, Bank Protection Act, Know Your Customer, CIP, USA Patriot Act, OFAC, Identity Theft, Anti Money Laundering, Community Reinvestment Act, Safeguarding Customer Information (GLBA), Suspicious Activity Reporting, Rights to Financial Privacy, Dodd Frank Wall Street Reform Act, Equal Credit Opportunity Act, Fair Debt Collection Practices, Fair Housing Act/HUD, OCC Supervisory Guidelines on Foreclosure Management, Civil Service member Relief Act, Flood Insurance, Real Estate Appraisal Requirement, Record Retention, Home Mortgage Disclosure Act, Loans to Insiders - Regulation O, Truth in Lending Act, Fair Credit Depository Act, Real Estate Settlement Procedures Act, Safe Act, Consumer Privacy – Reg P, Unfair and Deceptive Practices – Reg AA, Fair Lending Laws, New Initiatives/Products, Consumer Privacy – Reg P, Legal Lending Limits, BSA/AML Guidelines

**Working Conditions:**

May sit for long periods of time

May be required to bend, stretch over head, and lift weight up to 15 lbs

Unpredictable hours

NOTE: THIS JOB DESCRIPTION IS SUBJECT TO CHANGE AT THE DISCRETION OF BANK MANAGEMENT. POSITION HOLDER WILL BE NOTIFIED.