

**Primary Care Development Corporation**  
**Position Announcement**  
**Senior Director, Capital Investment – California**  
**Health Care Community Development Lending**

### **Company Overview**

#### **Primary Care Development Corporation (PCDC): Catalyzing Excellence in Primary Care**

Quality primary care is transformative and a cornerstone of healthy, thriving communities. PCDC, a nationally recognized 501(c)(3) nonprofit organization and community development financial institution (CDFI), catalyzes excellence in primary care through strategic community investment, capacity building, and policy initiatives to achieve health equity. PCDC helps primary care practices improve delivery of care by providing affordable capital as well as a variety of training and technical assistance services. Since its founding in 1993, PCDC has assisted over 1,000 practices in 40 states, and has leveraged more than \$1 billion to improve care in low-income communities.

**PCDC's Capital Investment Practice** invests in communities by providing advisory services and flexible, affordable capital to create lasting and sustainable impact for the organizations and the communities they serve. PCDC is uniquely positioned to provide financing that is tailored to transforming and expanding primary care, including, wherever possible, the integration of comprehensive medical, dental, and behavioral health services. PCDC provides strategic advice to help organizations that are planning facility development projects and offers a variety of affordable and flexible short-term and long-term loan solutions to support those capital projects as well as other business and service expansions. PCDC's Capital Investment staff understand primary care business models and monitor policy changes and regulations that affect primary care practices and revenue streams and serve as trusted advisors to clients on what it takes to successfully finance capital projects in a changing health care environment. To fund our loans, we raise impact-focused capital from government, banks, and foundations. We also partner with other community lenders and advocates who are also dedicated to catalyzing excellence in primary care to ensure we can meet all borrowers' needs, regardless of project size.

**PCDC's Performance Improvement Practice** partners with health care organizations, helping them understand their challenges, develop customized plans for change, define and achieve measurable outcomes and create lasting and sustainable impact for their organizations and those they serve. Areas of expertise include service integration, practice operations, capacity building, and population health management. The Performance Improvement team offers individualized coaching, facilitates learning collaboratives, provides consulting, leads quality improvement projects, develops curriculum and delivers training programs designed for our client's needs. Our team works with health care organizations, including federally qualified health centers, hospital ambulatory care departments, private practices and care teams to implement strategies, processes and workflows to provide patient-centered care that is person-focused, continuous, comprehensive and coordinated. Our goal is to transform primary care organizations by building their capacity to integrate key services and activities so that they are better able to provide high quality care, thereby improving the health of their population, and reducing total cost of care.

### **Position Overview**

PCDC is seeking a Senior Director for its Capital Investment program in California.

The Senior Director is passionate about providing access to capital to build and strengthen a high quality, affordable, accessible primary care sector to support healthy and thriving communities and health equity. The Senior Director plays a central role in the growth and expansion of PCDC's lending business, with primary responsibility for leading PCDC's lending activities in California, accountable for positioning PCDC as a leader in health care financing in California, particularly in Los Angeles County. The Senior Director maintains knowledge of local, regional and national healthcare trends, and applies that knowledge to support and inform business development and the creation of new products and initiatives to serve California. The Senior Director is accountable for lending operating performance for the California market, including achieving expected financial outcomes in PCDC's business plan and annual budgets.

### **Primary Responsibilities**

The Senior Director is responsible for implementing the strategic direction and managing lending activities in the California market.

### **Marketing and Business Development:**

The Senior Director leads business development efforts for Capital Investment in California. The Senior Director is responsible, directly and in collaboration with the Senior Director, Strategy and Business Development, and with support from the Capital Investment and Executive teams, for developing and maintaining relationships with key stakeholders, including health care providers, CDFIs, banks, government agencies, policy makers, public officials, consultants, technical assistance providers, and others involved in community development in California. In some cases, the point person on these relationships may be the CEO, Chief Financial Officer, Capital Investment Managing Director, Chief Lending Officer, New Markets Tax Credit Director, or Senior Director of Strategy and Business Development, in which case the Senior Director will coordinate and provide support as needed. The Senior Director is accountable for loan origination activities, including originating, structuring, underwriting and closing transactions. Specifically, the Senior Director will:

- Identify and explore opportunities and cultivate relationships across the spectrum of community health providers through California, including behavioral health and primary care providers.
- Engage with clients to understand needs and develop financing solutions to meet those needs.
- Work with borrowers through all stages of the financing process, from sourcing new projects, assessing the viability of borrowers and projects, conducting financial analyses, underwriting and structuring loans, preparing and presenting credit proposals, and negotiating financing solutions in accordance with credit policy and guidelines.
- Develop and maintain knowledge of California markets, particularly Los Angeles County, and identify evolving trends, and risks and opportunities. Disseminate knowledge to inform Capital Investment practice and PCDC broadly.
- Cultivate and maintain strong relationships with current and future borrowers, key stakeholders, and partners.
- Ensure efficient and productive lending operations for the market, including communication and coordination with the Chief Credit Officer and the portfolio management staff to ensure sound risk and asset management practices.

### **New Loan Product Development:**

The Senior Director, working with the Managing Director, Chief Lending Officer, and Chief Credit Officer, assists in designing, testing and implementing new loan products intended to provide additional services to health care providers and the community development field in California. The Senior Director will:

- Develop processes to support program delivery, including training and educating participants, application, underwriting, and asset management.
- Oversee the implementation and delivery of programs in California.

**Credit and Risk Management:**

The Senior Director, working closely with the Chief Credit Officer and the portfolio management staff to maintain portfolio quality and ensure sound risk and asset management practices, will:

- Underwrite, structure, and negotiate financing solutions within appropriate and relevant credit policy guidelines. Prepare and present credit proposals to Chief Credit Officer and loan committees. Prepare commitment letters and coordinate the loan closing process, in accordance with credit guidelines and committee approvals.
- Monitor and assist with the management of relationships in the portfolio.
- Oversee management and compliance of statutory and regulatory requirements for funds and programs.

**Program Development and Policy:**

Working with the Senior Director of Strategy and Business Development – CA, the Senior Director may provide direction, input, guidance and support on local and state legislative and policy initiatives relating to PCDC’s lending and program activities. The Senior Director may also be asked to assist the Senior Director of Strategy and Business Development with the development and execution of new programs and initiatives.

**Administration and Leadership:**

The Senior Director will co-manage California operations with the Senior Director of Strategy and Business Development and will collaborate with PCDC’s Administration and Finance staff. As needed, this will include regular contact with all Los Angeles based staff, managing the office, and ensuring that PCDC’s policies and procedures are maintained. The Senior Director will build and maintain positive relationships with PCDC’s national office and participate in PCDC’s Leadership Team.

Additional duties as assigned

**Reporting:**

The Senior Director reports to the Chief Lending Officer. The position works closely with the Capital Investment Managing Director and Chief Credit Officer, and partners internally with the Capital Investment team to support the achievement of team and enterprise goals.

**Required Experience, Education & Skills:**

- Minimum of ten years lending experience in community development and/or community facility financing, including underwriting and management of construction and permanent commercial loans, preferably with a CDFI or other community development lender
- Bachelor’s degree from an accredited college or university in Business or Finance (Master’s degree in Business, Finance or related field preferred)
- In-depth knowledge of credit and lending products and services, as well as analysis of financial indicators related to credit management
- Knowledge of, or commitment to, the healthcare industry and primary healthcare
- Record of successful business development in California

- Strong oral and written communication skills, including experience speaking publicly
- Strong interpersonal skills and proven ability to work effectively with a wide variety of people and organizations, and in culturally and ethnically diverse environments
- Self-motivated, have a positive attitude, and be enthusiastic to work in a start-up and entrepreneurial environment
- Ability to travel around California and the West Coast, including a valid driver's license, in addition to at least semi-annual travel to New York City.
- Knowledge of New Markets Tax Credits (NMTC) and Community Development Financial Institutions (CDFIs) is preferred.
- Strong financial analysis skills, particularly with nonprofit accounting.
- Strong communicator and relationship builder with the ability to forge deep community relationships
- Experience in building, managing, and deepening client relationships.
- Outstanding interpersonal and oral/written communication skills, ability to produce exceptional quality work as part of an interdisciplinary team of professionals
- High degree of self-motivation, creativity, and flexibility
- Excellent teamwork and strong time management skills are essential.

**To Apply:**

We offer a competitive salary and comprehensive benefits package. **For immediate consideration, please email your cover letter, resume and salary requirements to: [employment@pcdc.org](mailto:employment@pcdc.org) with "Senior Director, Capital Investment - CA " in the subject line.**

*The Primary Care Development Corporation (PCDC) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, gender, gender identity or expression (including transgender status), sexual orientation, national origin, ancestry, citizenship status, age, disability or handicap, veteran status, marital status, pregnancy, genetic information or any other characteristic protected by applicable law.*