



Primary Care Development Corporation
Position Announcement
Senior Portfolio Manager, Health Care Community Development Lending
New York, NY

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 2,800 practices in 40 states and has leveraged more than \$1.1 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 (PI) 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. PI's 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 full-time **Senior Portfolio Manager** for its Capital Investment Program. The Senior Portfolio Manager plays a central role in the growth and expansion of PCDC's lending practice, with primary responsibility for managing a portfolio of relationships including loans, NMTC and bond financing throughout the U.S. In accordance with PCDC policies and guidelines, the Senior Portfolio Manager works with borrowers in the Capital Investment portfolio following the closing and initial funding of the investment through the final payoff, facilitating regularly scheduled meetings with borrowers, conducting financial analyses, performing covenant compliance reviews, preparing credit memos, presenting proposals to loan committees, negotiating terms and documents for restructures and modifications. The Senior Portfolio Manager is responsible for the relationship management of Capital Investment portfolio clients and partners. The position contributes recommendations for asset and risk management process improvements. The Senior Portfolio Manager maintains knowledge of local, regional and national healthcare trends, and applies that knowledge to support and inform Capital Investment processes, strategies and the development of new products.

Primary Responsibilities

- **Portfolio Management**
 - Manage relationships for a portfolio of loans, bonds, and NMTC transactions. Independently facilitate periodic borrower meetings and perform site inspections.
 - Perform evaluation and risk rating reviews of relationships under management in accordance with credit policy. Monitor the portfolio and evaluate weakness and deteriorating trends. Identify troubled loans. Perform collection efforts for delinquent borrowers and negotiate, structure & recommend restructures & work-out strategies.
 - Monitor covenant compliance. Review and approve borrowing requests and borrowing base certificates and supporting documents. Evaluate, recommend, and prepare covenant waivers, amendments, and extensions.
 - Prepare and present proposals to loan committees for existing clients to include renewals, refinance, restructure, and new loans to current borrowers.
 - Work with borrowers on loan modifications, restructures, and other special asset situations. The Senior Portfolio Manager will have primary responsibility for managing loan relationships designated as Watch List.
 - Develop and maintain knowledge of markets, maintaining relationships with key stakeholders.
 - Maintain a culture of quality customer service at all points of contact. Work across the Capital Investment team and across the organization to ensure delivery of seamless and high quality client service.
- **NMTC Asset Management**
 - Ensure program compliance:
 - Perform portfolio testing to ensure compliance with NMTC program requirements, including the 'substantially all' and 'non-qualified financial property' tests.
 - Collect and review community impact data from the annual Community Benefit (CBA) reports from QALICBs and manage CIIS reporting to the CDFI Fund
 - Prepare quarterly asset management report regarding closed projects for the NMTC Advisory Board, Internal Management and the Board of Directors.

- Assist with project closings, reviewing the project financial model and key legal documents related to loan servicing, compliance/reporting, and disbursement processes for accuracy.
- Prepare for annual financial audits, tax department and annual tax filings; oversee investor reporting.
- Assist with the organization's NMTC application and in finalizing related allocation agreements.

Reporting

The Senior Portfolio Manager reports directly to the Chief Credit Officer. The position partners internally with the Capital Investment team to support the achievement of team and enterprise goals and deliver high quality customer service to PCDC's clients.

Required Experience, Education & Skills

- Successful candidates will be analytical and entrepreneurial with a demonstrated commitment to community development and social justice.
- Minimum of five years lending experience in real estate and/or community facility financing, including underwriting and management of construction and permanent loans and bond financing, preferably with a CDFI or other community development lender
- Knowledge of New Markets Tax Credits (NMTC) and Community Development Financial Institutions (CDFIs) is preferred.
- In-depth knowledge of credit and lending products and services, as well as analysis of financial indicators related to credit management
- Bachelor's degree in Business or Finance (Master's Degree in Business, Finance or related field 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
- Proven ability to work effectively with a wide variety of people and organizations, and in racially, ethnically and socioeconomically diverse environments
- Outstanding interpersonal and oral/written communication skills, ability to produce exceptional quality work as part of an interdisciplinary team of professionals
- Knowledge of, or commitment to, the healthcare industry and primary healthcare
- Ability to make clear and persuasive written and oral presentations
- Ability and willingness to travel throughout the United States

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 with "Senior Portfolio Manager" 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.