



# BRIDGEWAY CAPITAL

Connect Opportunity with Capital

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## Commercial Real Estate Loan Officer Bridgeway Capital Pittsburgh, PA

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### ABOUT BRIDGEWAY CAPITAL

Since 1990, Bridgeway has been at the forefront of community and economic development. Bridgeway takes a market-based approach to community development by providing lending capital to create economic opportunities and revitalize communities. Bridgeway is a nonprofit and Community Development Financial Institution (CDFI) certified by the U.S. Treasury Department. For more information visit [www.bridgewaycapital.org](http://www.bridgewaycapital.org).

### JOB SUMMARY

Bridgeway Capital is seeking a Commercial Real Estate Loan Officer to originate commercial and affordable housing real estate loans in underserved communities. This is a full-time position. The Commercial Real Estate Loan Officer will report to the Managing Director of Lending.

### JOB KNOWLEDGE, SKILLS AND ABILITIES

#### ALL KNOWLEDGE, SKILLS AND ABILITIES ARE REQUIRED UNLESS NOTED AS "PREFERRED"

- Originates commercial real estate loans that meet community development and credit standards while reaching loan volume goals
- Calls on real estate developers; networks through industry sources such as professional organizations, title companies, attorneys, accountants, centers of influence, and realtors to develop leads; utilizes strong interpersonal skills to maximize business contacts and develops relationships with current/potential loan customers, management, and staff
- Strong knowledge of the real estate development process, funding and financing options for affordable housing and community facility development
- Underwrites potential loans and prepares loan presentations for loan committee and Board of Directors; works with Loan Operations in getting loans closed
- Manages portfolio of loans, including; legal documentation; credit reviews; originating new lending opportunities from existing clients
- Manages service relationships with appraisers and vendors as required
- Other duties as required

### EDUCATION/EXPERIENCE

#### ALL EDUCATION/EXPERIENCE BULLETS ARE REQUIRED UNLESS NOTED AS "PREFERRED"

- Bachelor's degree in Finance or Business Administration is required
- Master's degree is preferred
- At least 5 years of experience in lending
- Capacity to work independently and motivation to achieve goals under minimal supervision
- Ability to participate productively as part of a team
- Commitment to the work of nonprofit organizations and making a positive impact in the community
- Experience in commercial real estate underwriting real estate transactions
- Knowledge and experience with affordable housing finance and non-profit development organizations is a plus
- Tax credit financing (NMTC, HTC, LIHTC) preferred
- Experience in commercial lending

- Proficiency in writing skills and verbal communication skills
- Proficiency in MS Office [Outlook, Excel, and Word] or similar software

### **COMPENSATION**

Comprehensive benefits package includes PTO, retirement plan, and flexible spending accounts. Bridgeway Capital is an Equal Opportunity Employer.

### **APPLY**

Interested candidates should submit a resume and cover letter to Marc Kennedy, Managing Director of Lending, at [mkennedy@bridgewaycapital.org](mailto:mkennedy@bridgewaycapital.org). Please include "Commercial Real Estate Loan Officer" in the subject line.

### **JOB SPECIFICATIONS & AMERICANS WITH DISABILITY SPECIFICATIONS**

**Due to COVID-19, this position is currently fully remote, intending to return to the office when possible.**

The person in this position needs to regularly sit, utilize manual dexterity and repetitive finger motion, speak, hear and see with close vision. Individuals must occasionally lift up to twenty-five pounds, push or pull, reach or stretch, and utilize distance vision, color discrimination, peripheral vision, depth perception, and focusing ability. This position is primarily performed in an office environment with occasional exposure to outdoor weather conditions. Occasional driving throughout western Pennsylvania is required, and candidates are expected to have a valid driver's license and easy and regular access to a car.

This job description is not all inclusive, and it is not intended to create nor be construed as an express or implied contract of employment. Bridgeway Capital reserves the right to interpret, amend, or terminate any job description, plan, policy, program, procedure, practice, or benefit at any time at its sole discretion.

**Equal Opportunity Lender, Provider, and Employer | TTY/TDD 800.654.598**