



a community development financial institution serving the Merrimack Valley and across Massachusetts
50 Island Street, Lawrence, MA 01840 | 978-258-2772 | <https://www.mccinvest.org/> & <https://fbequity.org/>

Position: Development & Impact Associate

How to Apply: Email a resume and cover letter to office@mccinvest.org

Salary and Benefits: Salary range is \$55,000 - \$70,000 with health, vision, dental, and retirement. This is a full-time opportunity.

About the Organization: Mill Cities Community Investments (MCCI) bridges the capital access gap in low-to-moderate income communities and under-resourced populations in the Merrimack Valley and expanding across Massachusetts through a range of low-cost loan programs and small business training and technical assistance. MCCI's products and services play an important role in supporting homeowners and business owners who have been historically denied access to mainstream sources of credit, and who have been increasingly targeted by high-priced or predatory loans, inhibiting their ability to build wealth. Our mission is to grow the assets and wealth of historically disinvested individuals and their communities by providing robust advice, resource networks, and capital investment.

MCCI is a U.S. Treasury-certified Community Development Financial Institution (CDFI) and a state-certified Community Development Corporation (CDC). MCCI merged with the Foundation for Business Equity in September 2022, which focuses on supporting the growth of Black and Latinx growth businesses; the integration of these two organizations is intended to have significantly increased impact on the communities it serves.

Summary of position: The Development Associate's primary responsibilities include grant writing (e.g., proposals), grant management, and progress tracking toward fundraising goals. The position will also support compliance activities, both related to funding (e.g., impact reporting) and to overall organizational reporting (e.g., annual CDFI certification). This position will report to the Development Team Lead and will require liaising with different departments across the organization, including the lending, technical assistance, and finance teams.

This position is a unique opportunity that sits at the intersection of community development, BIPOC financing, impact investing, and directly supporting the growth trajectory of a mission-driven organization.

Responsibilities:

Grant Writing (50%)

- Identify and review funding opportunities, including all requirements
- Coordinate proposal inputs with relevant team members
- Draft proposals with sufficient timelines for iteration, review, and on-time submission
- Liaise with the funder where appropriate in relation to the funding opportunity (e.g., submitting questions or clarifications)

Grant Management (25%)

- Own process of tracking progress toward annual fundraising goals and support communication of this progress to leadership and team on frequent (e.g., weekly) basis
- Serve as primary source of information for all grants, including programs and financial requirements; own and drive coordination with the Programs, Compliance, and Finance teams as needed
- Manage data inputs of current and upcoming funding opportunities



Compliance (25%)

- Own and drive coordination with the Programs, Compliance, and Finance teams on execution of existing donor contract deliverables (including both narrative and financial impact reports)
- Work with current organization compliance lead to learn annual certification, compliance, and reporting requirements, working toward eventual ownership of all CDFI Fund, CDC and other annual requirements

Required Skills & Experience:

- Interest and alignment with MCCI's mission: "Grow the assets and wealth of historically disinvested individuals and their communities by providing a combination of robust advice, resourced networks and capital in the Merrimack Valley and across Massachusetts."
- At least 3-5 years of relevant professional experience (ideally in fundraising/development, or in a similar role preferably at a nonprofit)
- Supreme organizational skills, including an ability to manage multiple activities (each with different requirements) at once
- Strong interpersonal skills and an ability to comfortably communicate and coordinate across different departments and with external stakeholders (e.g., funders)
- Excellent writing skills for drafting and editing proposals and impact reports
- Proficient computer skills, including Microsoft and Google programs (Word/Docs, Excel/Sheets, PPT/Slides)
- Familiarity with Salesforce, or an ability and willingness to learn efficient and accurate data entry of fundraising data
- Must be self-directed and able to work effectively from home while conducting almost all work meetings virtually

Highly desirable: Experience in fundraising, nonprofits, economic and community development, CDFIs, or small business operations.

Salary and Benefits: Salary will be based on experience, with an expected range of \$55,000-\$70,000. This is a full-time opportunity eligible for benefits. This position is eligible for insurance benefit coverage which includes medical, dental, vision, flexible spending, dependent care spending, long term disability, life insurance and access to an employee assistant program, along with a retirement plan option to enroll in with company contribution. In addition, there is a health reimbursement account to which the first half of the medical deductible will be paid by MCCI.

Vacation time will accrue at a rate of 4.61 hours per pay period up to 15 days annually. Sick time will accrue as per the state law up to 5 days per year. In addition, there are 13 holidays throughout the year. MCCI pays for the week of December 25-January 1 to encourage time with friends and family. A hybrid work environment is available and can be discussed further with the hiring manager.

MCCI is an Equal Employment Opportunity Employer. MCCI provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.



Position: Residential Loan Officer

How to Apply: Email a resume and cover letter to office@mccinvest.org

Salary and Benefits: Salary range is \$65,000 - \$75,000 with health, vision, dental, and retirement. This is a full-time opportunity.

About the Organization: Mill Cities Community Investments (MCCI) bridges the capital access gap in low-to-moderate income communities and under-resourced populations in the Merrimack Valley and expanding across Massachusetts, through a range of low-cost loan programs and technical assistance to homeowners and business. MCCI is a U.S. Treasury-certified Community Development Financial Institution (CDFI) and a state-certified Community Development Corporation (CDC).

MCCI's Residential Services is committed to assisting homeowners build and preserve their wealth by improving the health, quality, and sustainability of their homes for their families and community.

Summary of position: To support MCCI's mission and growth by increasing residential mortgage loans. Proactively and consistently generates new residential business to meet established loan production and quality goals. Consistently identifies, develops, and maintains a quality network of client relationships that serve as a recurring source of referrals for new mortgage lending opportunities and manages the pipeline(s) associated with origination through closing. The Residential Loan Officer is also responsible for loan origination and processing, underwriting, evaluating, and making sound recommendations for mortgage loan requests and closing. This includes but is not limited to evaluating borrowers' risk on both new and existing obligations, ensuring quality and soundness for the loan.

Responsibilities:

- Meet with prospective loan applicants to discuss loan needs.
- Originate loans for all residential loan programs using the Encompass Loan Origination System plus any other systems involved in the loan origination process. Take the loan application and evaluate the customer's eligibility for specific loan products.
- Ensure all disclosures are provided and executed in a timely manner to ensure closings are handled as agreed.
- Ensure compliance with established underwriting guidelines, quality, and production guidelines
- Coordinates with clients and partners to compile all necessary documentation to process and complete mortgage loan files.
- Deliver complete and comprehensive loan packages in the time frames set by management.
- Maintain high levels of customer service while managing each applicant's expectations. Maintain communication with borrowers, local rehabilitation agency, contractors, attorneys, and other involved parties, throughout the loan process.
- Monitor the loan application's progress, communicating with relevant partners, investors, and vendors. Serve as an advocate for the loan customer collecting data and participating in problem-solving as needed.
- Develop and maintain relationships with outside entities that will provide leads and access to potential borrowers for loan products/programs. (i.e., Municipalities, Local Rehab Agencies, Home Improvement Contractors, etc.).
- Verifies all documentation for accuracy and completeness.
- Review loan package assessing risk based on investor or loan program and ensure compliance with agreed upon underwriting standards.
- Orders and updates needed documents (i.e., credit report, title rundown, homeowner insurance, etc.).
- Prepare in-depth written financial analysis of loan requests in compliance with underwriting guidelines.



- Clearly present financial analysis for review and credit approval to the Residential Loan Committee, answering any questions or concerns.
- Take the lead role on the problem-solving team to identify alternatives for customers who do not qualify as presented and communicate these alternatives to appropriate staff and/or investor as needed and in accordance with regulatory requirements.
- Maintain a thorough knowledge of various loan programs utilized by the organization, and apply the appropriate eligibility criteria (credit, income, location, etc.) to each loan included in each loan package.
- Advise and guide prospective clients who don't qualify for traditional loans by suggesting alternative loans and/or ways to correct credit issues.
- Verifies compliance with regulatory and program requirements.
- Coordinate the loan closing process with the customer.
- Generate and review closing documents.
- Ensure accurate and timely upload of all closed loans to investors and deliver notes prior to lock expiration.
- Follow established policies and procedures to ensure the successful transfer of servicing and benefits rights of loans to specific investors.

Required Skills & Experience:

- Bachelor's Degree in a related field, such as business administration, Business, Accounting, Finance, Community and Economic development or equivalent experience
- At least two years of mortgage lending as a loan originator or underwriter, or relevant professional experience
- Strong communication and analytical/technical skills, including financial accounting, modeling and loan structuring
- Up to date license as a MA Mortgage Loan Originator License or obtain one within 60 days of start.
- MA notary public or the ability to become a notary public within 60 days.
- Fluency in Spanish and English is preferred.
- Ability to service a multicultural customer base
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team
- Solid computer skills including MS Excel, Word, Google Drive, as well as highly comfortable with databases.
- Valid driver license
- Demonstrated resourcefulness in setting priorities and time management

Position Type and Expected Hours of Work: Designated days and schedule will be primarily Monday-Friday though will also be based on the needs of the operation and business, may require weekends, nights and early mornings.

Travel: Position requires regular travel throughout MA; based on the needs of the operations and business. Mileage is reimbursed following IRS regulations.

MCCI is an Equal Employment Opportunity Employer. MCCI provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.