



JobsOhio Job Description

(06.2017)

Position Title: Project Finance Manager	Reports To: Executive Director of Operations (temp)
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Appointment Type: Full-time	Schedule and Hours: Varies as necessary
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Summary of Position: Directly assists the Director of Project Finance with the administration of JobsOhio and the Development Services Agency's Loan Programs.
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Overview

JobsOhio's Project Finance Team manages the administration of JobsOhio and Development Services Agency (DSA) loan programs; including but not limited to, JobsOhio Growth Fund Loan, JobsOhio Revitalization Loan, JobsOhio Site Redevelopment Pilot Loan, Ohio Enterprise Bond Fund, 166 Direct Loan, Innovation Ohio Loan Fund and Research and Development Investment Loan.

The Project Finance Manager directly works with Project Managers and Companies on Projects. Also Markets JobsOhio and DSA loan programs to banks, companies, multipliers such as professional advisors (e.g., accountants, attorneys, real estate brokers, contractors), and local economic development organizations (Ports, CIC's etc).

Duties and Responsibilities

The Project Finance Manager is responsible for their portfolio of assigned Projects and subsequent Loan(s) from vetting through monitoring.

Intake, Vetting, Due Diligence and Structuring

- Within the Project Management function and in conjunction with the Sector and Sales teams, meets with companies (new and existing) to assist in growth or retention strategies;
- Works closely with businesses to discuss confidential business information (e.g., company financial information and strategic plans) and vet economic development Projects and decision drivers;
- Responsible for coordinating interaction and communication with the Project Manager, deal team, as well as the company
- Conducts program eligibility review, due diligence, underwriting and feasibility analysis for potential loans with potential borrowers;



- Creates and makes recommendations to JobsOhio President/Chief Investment Officer, Executive Director of Operations, Managing Directors, and Development Services Agency for incentive packages which include finance structure
- Acts as liaison for negotiations of deals with company officials, community leaders, elected community officials and state agencies as well as to connect key decision makers at state, local & business levels to keep deals moving forward;
- Develops knowledge of local, state and federal loan programs to maximize coordination with JobsOhio and DSA programs and better serve business borrowers.

Application, Approvals and Closing:

- Responsible to move their portfolio through the application and approval process with clear communication among deal team and company.
- Ensure the JobsOhio application is accurate, complete and timely, including all required and subsequent documentation
- Responsible for preparation of Loan Review Packet , including the write-up, risk rating, spreads and term sheet. Packet details include background and overview of company and project, loan terms, financial analysis, merits and considerations, and other relevant information, conditions and covenants.
- Monitors Loan Closing and responsible for structure integrity. Coordinates closely with Credit Analyst and JobsOhio Legal team to ensure closing process is seamless and structure integrity remains as negotiated. This includes follow up with company, outside counsel, participating in organizational call and review of final draft documents to ensure accuracy of structure.

Portfolio and Monitoring

- Responsible for monitoring their Loan Portfolio (post-execution).
- Coordinates with Credit Analyst to review final draft of spreads, risk rating and analysis.
- Responsible to provide final risk rating rationale and conclusions of portfolio to Director of Compliance and Chief Financial Officer
- Responsible for loan modification within their portfolio. Entails communication among appropriate staff and company, following modification procedures, analysis (including financial, risk etc), documentation and approvals.

Additional Project Finance Manager

- Manages Projects and activities in designated systems, primarily within Salesforce.com
- performs special projects and other duties as assigned:
- Attends meetings, training sessions and conferences as required
- Assists, as needed, in JobsOhio's financial reviews, audits and Borrower on – site audits



Education, experience and skill requirements include, but not limited to:

- Bachelor's degree and completion of core coursework in finance, accounting, economics, business administration or related field;
- At least three years' experience in analyzing business financial statements and in processing commercial business loans;
- Knowledge and experience of economic development programs preferred;
- Superior written and verbal communication skills to include experience preparing public correspondence and reports;
- Proficient in using word processing, database and spreadsheet software.

JobsOhio is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, ancestry, familial status, or veteran status.