

Program Manager

The Virginia Resources Authority (VRA), working with its state agency partners, provides Virginia localities access to cost-effective, sustainable, and innovative financial solutions for projects that support vibrant and healthy Virginia communities.

The Program Manager position primarily performs credit analysis for financing requests from the Virginia Pooled Financing Program (VPFP), Virginia Airports Revolving Fund (VARF), VirginiaHELPS Conduit Program, Virginia Dam Safety, Flood Prevention and Protection Assistance Fund (DSFPPAF) and the Virginia Community Flood Prevention Fund (CFPF), collectively the "VRA Programs". The position will manage the day-to-day activities associated with the DSFPPAF and the CFPF and provide support to the Director of Program Management for the management and administration of the other VRA Programs.

Essential functions of the position include:

- Review loan and grant applications, analyze financial and project data, and complete detailed credit analysis
- Prepare written credit reports, review existing debt requirements, and prepare cash flow projections
- Apply VRA credit and compliance policies and procedures
- Review existing debt and parity issues and make recommendations on loan authorization and security
- Support loan defeasance activities including creation of remaining debt service schedules for borrowers as applicable
- Participate in borrower due diligence calls/meetings
- Prepare and present credit recommendations for approval by VRA's credit committee
- Participate in weekly credit committee meetings to review and assess borrower loan requests in VRA Programs
- Correspond with state agency partners and borrowers as needed
- Create loan files
- Monitor loan compliance and maintain up to date borrower financial information
- Assist in managing record disposition for transcripts and loan files
- Assist the facilitation of loan closings, including gathering documents for closing and facilitating signing of agreements
- Support marketing and outreach efforts for participants in VRA Programs
- Provide backup analysis support for other loan program divisions
- Manage the day to day operations of the DSFPPAF Program and the CFPF Program, serving as the primary contact point with the Department of Conservation and Recreation (DCR)
- Assist the Director of Program Management in other program needs as required
- Complete special projects as requested

Specific qualifications include:

- Bachelor's degree in business, finance, or related field
- MBA or Master's degree in finance or business related field preferred
- At least three years of related experience preferred

Knowledge and skills:

- Strong analytical skills
- Working knowledge of public finance and/or public policy
- Strong attention to detail and accuracy
- Ability to research and analyze financial data and convey technical ideas effectively
- Familiarity with loan documentation using common loan structuring
- Ability to interpret overall effects of factors related to issuing credit
- Ability to interpret financial statements
- Ability to communicate effectively, both orally and in writing
- Outstanding interpersonal skills to work with internal and external stakeholders

VRA offers a comprehensive benefits package, including participation in the Virginia Retirement System, medical insurance, paid time off, subsidized parking, and training opportunities. The hiring range for this position is \$55,000 to \$75,000. Employment is contingent upon acceptable background and reference checks.

To apply, please submit a cover letter and resume to jobs@virginiaresources.org.

VRA is an equal opportunity employer.