DSG | Koya



BlueHub Capital
Director of Credit

Flexible Location

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About BlueHub Capital

BlueHub Capital is a mission-driven, nonprofit community development financing organization focused on building healthy communities where low-income people live and work. We use innovative financial tools and deploy capital to support projects that make communities more vibrant places to live. BlueHub has four distinct programs: BlueHub Loan Fund (community development financing), BlueHub SUN (foreclosure relief), BlueHub Energy (clean energy access) and One Percent for America (citizenship financing). Since our founding in 1985, BlueHub has invested over $3.1 billion (and leveraged over $16.1 billion) to finance:

- Affordable housing, school facilities, child and youth development programs, community-based health centers, grocery stores, and community gathering places
- Reducing financial barriers to US citizenship
- Clean energy enhancements that expand access to solar and other renewable sources for people with low incomes
- Mortgage lending for families facing foreclosure

Increasing economic opportunity is at the heart of why BlueHub exists and why we do the work we do. Our investments focus on communities that have been systematically denied access to capital. Our offices are located in the Roxbury neighborhood of Boston, MA.

Learn more about BlueHub Capital at www.bluehubcapital.org.

The Opportunity

BlueHub Capital is seeking a Director of Credit to join our Lending team. Reporting to the Chief Credit Officer, the Director of Credit will play a key leadership role in managing the credit approval and oversight process, ensuring the integrity, consistency, and efficiency of credit decisions across BlueHub's lending programs.

This position oversees the loan approval process from Credit Committee or Chief Credit Officer approval through the issuance of Loan Approval Notification Letters, coordinates Credit Committee operations, and contributes to risk management, training, and credit policy development. The ideal candidate will bring strong analytical skills, sound judgment, and a collaborative approach to advancing BlueHub's mission-driven lending work.

The ideal candidate is a seasoned credit or fund administration professional with a strong command of community development finance, and credit policy. This role will be the liaison to the credit committee, loan officers, loan closers and portfolio management team. This position can be remote with the understanding that despite location, the Director will be expected to work on East Coast hours.

Essential Duties and Responsibilities:

The essential duties and responsibilities will include, but not be limited to, the following:

Chief Credit Officer Support

- Provide direct administrative, analytical, and operational support to the Chief Credit Officer.
- Assist in the development, maintenance, and communication of credit policies, guidelines, and procedures.
- Prepare research, briefings, and materials to support credit strategy and decision-making.

Loan Approval Review and Approval of Loan Approval Term Sheets

- Review and sign off on revisions to the Credit Memos in concurrence with Loan Approval Committee or Chief Credit Officer / Loan Fund President to match requested follow-Up and/or Minutes of the Meeting that require changes.
- Coordinate with loan underwriters to finalize revisions and make recommendations to the Chief Credit Officer on revisions to approval conditions based on new/updated information related to the loan request.
- Review and approve Term Sheets for loans approved through committee or delegated authority.

Communications & Training & Professional Development

- Support the Chief Credit Officer and Loan Fund President with credit decisions post-loan approval when new information or changes occur by completing credit analysis and communicating recommendations on loan structure to the Chief Credit Officer and other relevant parties.
- Provide technical assistance on credit review/analysis to BlueHub's underwriting team at the post-loan approval stage.
- Coordinate with the loan fund team to support the Credit team's internal training calendar, organizing sessions focused on credit policy, underwriting best practices, regulatory updates, and community development finance topics.
- Coordinating with the loan fund team identify industry experts, practitioners, and external speakers to credit team meetings and learning events.
- In support of Chief Credit Officer and Loan Fund President, flag gaps in credit packages to be addressed in either internal or external trainings.

Credit Policy, Training, and Professional Development

- Assist in the development, maintenance, and communication of credit policies, guidelines, and procedures.
- Coordinate internal training sessions on credit policy, underwriting best practices, and community development finance topics.
- Identify and engage external experts and practitioners for training and professional development events.
- Flag recurring gaps in credit packages to inform future training and policy updates.

Loan Officer Resource & Credit Policy Support

- Serve as a go-to resource for loan officers seeking guidance on credit guidelines, underwriting standards, and process questions.
- Direct staff to relevant policies, precedents, and reference materials, and help interpret credit guidelines in context.
- Identify opportunities for updates to guidance.

Credit Committee Management

- Manage all logistics for credit committee meetings, including scheduling, agenda preparation, and distribution of credit packages to committee members in advance of meetings.
- Serve as the primary note-taker (review AI generated notes) for credit committee meetings, capturing discussions, decisions, conditions for approval, and required follow-up items with accuracy and completeness.
- Document and maintain official records of all credit approvals, conditional approvals, declinations, and associated conditions.
- Ensure conditions to close are shared with loan closers and outside legal counsel.
- Perform gatekeeping functions to ensure credit packages meet submission standards and completeness requirements prior to committee review.
- Coordinate timely communication of committee decisions to relevant stakeholders.

Risk Rating & Loan Portfolio Oversight

- Manage and administer the organization's loan risk rating process, ensuring ratings are assigned accurately, consistently, and in accordance with credit policy.
- Coordinate with IT to track risk rating changes throughout the loan lifecycle and flag trends
- Analyze trends, markets shifts and material credit events for Chief Credit Officer review.
- Coordinate with the Finance team at loan approval to ensure appropriate risk reserve determinations and accounting allocations are established.
- Monitor and communicate compliance with portfolio exposure limits and trends that might impact that compliance.
- Coordinate with IT and the portfolio management team to ensure downgrade trends in the outstanding portfolio are captured in risk rating updates.

Special Fund Deployment & CDFI Coordination

- Maintain familiarity with fund-specific eligibility criteria, reporting obligations, and compliance requirements
- Partner with loan officers and the Chief Credit Officer to ensure timely and compliant deployment of special funds.
- Assist in reporting and documentation to funders, investors, and regulatory bodies as required.

Candidate Profile

We recognize that there is a spectrum of lived and professional experience that will set candidates up for success in this role. While no one candidate will have every experience outlined in the position description, ideal candidates will display the following professional and personal qualities, skills, and characteristics:

Experience

- Degree (preferably Masters) in Finance, Business Administration, Economics, or a related field required.
- Master's degree or relevant professional certification (e.g., CFA, CRC) a plus.
- Minimum 8-12 years of experience in credit analysis, loan underwriting, or fund administration, preferably in a CDFI, community bank, or mission-driven lending environment.
- Demonstrated experience managing or supporting credit committee or loan approval processes.
- Familiarity with multiple CDFI asset classes including ideally Affordable Multi-family Housing and Charter Schools, and others.
- Familiarity with CDFI Fund programs, New Markets Tax Credits, Capital Magnet, Department of Education Credit Enhancement, or other special purpose lending programs strongly preferred.
- Experience with risk rating methodologies and coordination with finance or accounting functions

Skills & Competencies

- Demonstrated passion for the mission and values of BlueHub Capital.
- Ability to balance creative structuring and appropriate risk management with the goal of using the organization’s resources to create impact.
- Strong organizational skills with the ability to manage multiple priorities and deadlines simultaneously.
- Excellent written communication skills, including the ability to produce accurate meeting documentation and clear policy guidance.
- High attention to detail and a commitment to accuracy in recordkeeping and compliance.
- Collaborative, service-oriented approach with the ability to support and build trust across teams.
- Proficiency with loan management systems, Microsoft Office Suite, and credit-related software platforms.

Compensation and Benefits

This role offers a base pay range of $165,000-$205,000 and is bonus eligible. Positioning within this range will be commensurate with experience. BlueHub invests in the benefits, training, growth opportunities and infrastructure that let you envision a career here. Benefits for full-time employees include:

- Generous insurance benefits: Health, dental, vision, life and disability insurance, including additional reimbursement for out-of-pocket healthcare expenses.

- Retirement benefits: Competitive 401(k) matching.
- Unique BlueHub benefits and stipends that support employee wellness, sustainable practices and charitable gift matching.
- Excellent package of vacation time and paid leave, as well as generous roll-over policies.

Contact

DSG | Koya has been exclusively retained for this engagement, which is being led by Erin Reedy and Christy Farrell. Submit a compelling cover letter and resume by filling out our Talent Profile. All inquiries are strictly confidential.

DSG | Koya is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email NonprofitSearchOps@divsearch.com. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

BlueHub Capital is an Equal Opportunity Employer. As an Equal Opportunity Employer, we do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, age, national origin, ancestry, active military or veteran status, physical or mental disability, medical condition, pregnancy (which includes pregnancy, childbirth, medical conditions related to pregnancy and childbirth, and breastfeeding and expressing breast milk), genetic information, or other protected status in accordance with applicable federal, state and local laws. It is our goal to make employment decisions that further the principle of equal employment opportunity by utilizing objective standards based upon an individual's qualifications for a specific job opening.

About DSG | Koya

DSG | Koya, a DSG Global company, is the nation's premier search firm dedicated to mission-driven leadership. Since its founding in 2004, DSG | Koya has had an exclusive focus on mission-driven clients and was founded on the belief that the right leader can transform an organization and have a deep and measurable impact on our world. DSG | Koya works with nonprofits & NGOs, responsible businesses, and social enterprises in local communities and around the world.

DSG Global is consistently recognized by Forbes on its top 10 list of "America's Best Executive Recruiting Firms" and is an industry leader in recruiting transformational leaders for a changing world. The firm is deliberately different in its approach, with best-in-class teams who have decades of experience in cultivating inclusive leaders, understanding the dimensions of diversity, and building equitable teams.

Learn more about DSG | Koya via the firm's website.