

Willie A. Smith, EDFP
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Summary of Professional Qualifications

- Underwrite and structure commercial real estate loan requests through appropriate analysis of the applicant and project based on Loan Policy guidelines
- Proficient at business credit analysis and underwriting
- Proficient at commercial real estate underwriting, contract evaluation, and construction.
- Experience facilitating educational small business workshops/seminars with banks and other lenders.
- More than 20 years' experience as a commercial real estate broker.
- Raised lending capital by working with banks and other financial institutions.
- Experience handling construction draw, collaborating with title companies and developers of commercial real estate.
- Managed a diverse staff of 14 employees of various positions.
- Managed a \$30M dollar portfolio of mortgages as Asset Manager of financial services firm (commercial lender/ mortgage banker).
- Maintained on-going communications with outside loan servicing personnel, title companies, escrow companies and borrowers, to facilitate servicing and bookkeeping issues.
- Maintained commercial mortgage and real estate loan portfolio with detailed contact records to ensure proper documentation, compliance and adherence to regulatory and internal policies.
- Experience writing for OCS and CDFI grant funds.
- Managed a \$125M dollar Revolving Loan Fund for Economic Development.

Work History

Northwest Side Community Development Corporation, Milwaukee, WI 1/2020 - Present

Executive Director

- Recommends policies to the Board and/or assists the Board in the formulation of policies for the effective and efficient operations of the agency.
- Administers NWSCDC's policies and procedures.
- Acts on behalf of NWSCDC in signing all necessary papers in connection with daily business.
- Ensures that all legal obligations of NWSCDC are met, including reports to regulatory bodies and compliance with legislation.
- Supervise quality control monitoring of the program, periodically assess how the program procedures could be improved
- Drafts annual organizational plan, with detailed goals and objectives, for Board approval and monitors implementation of the plan throughout the year.
- Develops and implements evaluation system to measure NWSCDC's organizational effectiveness.
- Maintains thorough knowledge of issues as they relate to community and economic development, in order to develop new and expanded program initiatives.
- Prepares an annual program plan with staff, in conjunction with the Strategic Planning Committee, for Board approval.

- Supervises the implementation of all NWSCDC programs and services, with monthly or quarterly reports to the Board from the staff.
- Designs and ensures the implementation of evaluation systems to measure program effectiveness, efficiency, and impact.

Northwest Side Community Development Corporation, Milwaukee, WI

2/2017 - 12/2019

Director of Lending

- Oversight of programmatic and regulatory compliance, including QA/QC function
- Oversight of compliance with funder requirements;
- Oversight of compliance with loan servicing for all lending programs;
- Collaborate and coordinate with staff from other programs to assist the lending team and program
- Evaluate current lending and grant programs, identify areas for improvement or innovation
- Supervise quality control monitoring of the program, periodically assess how the program procedures could be improved
- Develop new and maintain existing relationships with borrowers within the target market
- Guide prospective business client through the loan application, approval and closing process.
- Underwrite and structure loan requests through appropriate analysis of the applicant and project based on Loan Policy guidelines
- Coordinate/perform construction draw inspections and approvals with the Loan Servicer
- Assist with portfolio delinquency management Present loan files to internal loan committee and board of directors
- Maintain strong, productive relationships with all contacts, including borrowers, other lenders and various lending-related service providers.
- Manage an internal staff of two who assists with business lending.

Work History

Northwest Side Community Development Corporation, Milwaukee, WI

11/2013 – 2/2017

Director of Housing

- Developed system structure, plan of execution, and success metrics for the NWSCDC housing program (NW Impact, LLC.)
- Developed program image, logo, brochures, flyers, and website.
- Developed partnerships to leverage human resources and program funds
- Acquired foreclosed properties from lenders and the City of Milwaukee to be rehabilitated and sold to owner-occupants.
- Acted as Real Estate Broker Manager for NW Impact, LLC.
- Managed three internal staff people and acted as general contractor for multiple sub-contractors.
- Negotiated with home rehab contractors on construction contracts, etc.
- Prepared and made regular reports to NWSCDC’s Executive Director, Housing Committee, and Board of Directors on entire housing project
- Community outreach to residents, businesses, and community-based organizations to promote the housing program.
- Wrote grants and was awarded 1.6 million dollars for the housing program.

Wisconsin Economic Development Corporation, Madison, WI

5/2013 - 11/2013

Financial Resources Manager

- Managed a (CDBG) Economic Development RLF portfolio of \$125MM.
- Reconciled Semi-annual Reports for over 100 RLF participant communities

- Provided technical assistance to participants as needed.
- Assisted with the Regionalization efforts to de-federalize the CDBG funds.
- Decided appropriate steps to meet compliance requirements.
- Met with Boards of Directors, Advisory Boards, and Political Officials to promote regionalization and the de-federalization of the funds.
- Performed administrative oversight for 80 economic development organizations throughout Wisconsin.

Commercial Real Estate Advisors, Milwaukee, WI

5/2009 - 11/2015

Contract Real Estate Consultant

- Prepared real estate development feasibility studies, and proformas.
- Assisted with site selection, acquisition and lease/ sales negotiations.
- Collaborated with lenders to liquidate commercial and investment REO portfolio.
- Performed asset analysis of Investment Real Estate portfolios, made recommendations to increase NOI and reduce operating expense.
- Negotiated Commercial Real Estate Sale & Lease contracts on behalf of clients.

Absolute Financial Services,

1/2007 - 3/2011

Milwaukee, WI

Vice President

- Originated mortgages to residential and commercial investment real estate clients.
- Excellent ability to structure loans in a manner beneficial to the client, and the organization.
- Corporate credit analysis training used to qualify, quantify, and structure commercial loans.
- Managed a staff of 14 staff members including office staff, property managers, maintenance, and mortgage loan officers, etc.
- Specialized in originating loans for investment property (apartment buildings, retail, and mixed-use buildings).
- Managed residential loan portfolio, performed monthly reports of portfolio performance, escalations and audits.
- Originated loans for TI (tenant improvement), and commercial property renovation and development.

Education & Training

NeighborWorks - Building Multi-family Housing I, II, and III

International Economic Development Council (CEcD)

- Real Estate Development & Reuse
- Neighborhood Development Strategies
- Business Retention and Expansion
- Economic Development Marketing & Attraction

Cardinal Stritch University B.S. – Business Administration

NeighborWorks – Business Enterprise Development

Economic Development Finance Program (EDFP)

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- Economic Development Finance
 - Business Credit Analysis
 - Real Estate Finance
 - The Art of Deal Structuring

Certified Commercial Investment Member (CCIM)

- Intro to Commercial Investment Real Estate
- Financial Analysis for Commercial Investment Real Estate
- Market Analysis for Commercial Investment Real Estate
- User Decision Analysis for Commercial Investment Real Estate
- Investment Analysis for Commercial Investment Real Estate

Associates in Commercial Real Estate (ACRE) - Marquette University
Wisconsin Real Estate Broker's License