



## JOB DESCRIPTION

**Position:** Community Loan Fund Manager

**Reports to:** Executive Director

**Revised:** November 21, 2013

### SUMMARY:

**Mission Economic Development Agency** - Building on its 39-year history, MEDA is advancing innovative approaches to asset development. Its efforts are focused on serving low-income, Spanish-speaking San Franciscans. Our direct service programs serve 6,000 individuals each year through homeownership counseling and foreclosure intervention, business development, digital literacy, workforce development, financial education and free tax preparation. We also devote resources to research and evaluation, community organizing and advocacy. In the process, MEDA is helping to develop best practices in the field.

MEDA was recently awarded a Community Economic Development grant from the Federal Department of Housing and Human Services to provide business loans to small businesses currently underserved by traditional lenders. The new start-up loan fund will work closely with MEDA's Business Development Program to create a product that meets the needs of low-income, immigrant owned businesses to support growth and job creation while also insuring sustainability, compliance and growth for the fund.

### JOB SUMMARY

The Community Loan Fund Director is responsible for the development and implementation of a new community loan fund designed to assist and support small business enterprises in the Mission District of San Francisco. The Loan fund Director will manage a diverse loan portfolio and the ongoing compliance and reporting of loans. This is an exciting opportunity for to create and grow a new program at MEDA, shape its success and guide its growth and implementation.

### DUTIES AND RESPONSIBILITIES:

- Create and implement a strategic business plan to develop and implement a community loan fund responsive to the needs of small immigrant owned businesses.
- Develop an application process, create an application vehicle and train staff on its use
- Create underwriting guidelines, criteria and processes, including but not limited to the formation of a standing loan committee charged with reviewing applications
- Create policies and procedures for repayments and defaults
- Work with MEDA's fiscal staff to create and implement a system for disbursement of loans and for monthly loan repayments
- Create and implement a system for tracking repayments on loans, and a processes and systems for dealing with defaults
- Create a marketing plan, and marketing products and tools to support the uptake of loans by small immigrant businesses
- Identify and develop key relationships with other community organizations serving immigrant owned small businesses



- Develop system for loan modifications/extensions and collect information necessary for underwriting of such requests.
- Accept applications, underwrite them and present them to the loan committee for approval
- Responsible for loan portfolio quality and performance with periodic reporting to senior management and Board.
- Assists with grant writing and fundraising to help sustain the loan program and assists in the implementation of MEDA's overall fundraising strategy.
- Responsible for grant compliance and reports as needed for funders or Board.
- Track and maintain impact data necessary for reporting purposes.
- Responsible for upholding and embracing MEDA's values including equity and fairness, courageous leadership, and providing client- and community-driven services.

## QUALIFICATIONS

- Bachelor's degree in business, finance, public administration, city/urban planning or related field is required. Master's degree is preferred. 10 years of progressively responsible finance or banking experience can be substituted for a graduate degree.
- Pleasant, borrower-friendly nature with personable, cooperative attitude.
- An entrepreneurial work ethic, creativity and openness to exploring new ideas and systems
- Ability to act professionally at all times and safeguard confidential borrower financial and other information.
- Experience with small business development, particularly immigrant owned businesses
- Knowledge of the San Francisco small business environment and the struggles of immigrants in this context is highly desirable
- Knowledge of or experience with unbanked, or under-banked populations is highly desirable
- Extensive experience within a lending environment in a senior management position preferably within a nonprofit or a micro lending environment
- Collaborative management style and strong management skills.
- Interest in community development policy and reform and a strong desire to drive into the details and bigger picture of the movement.
- In-depth knowledge of loan structuring, credit resolutions, banking/lending laws and regulations.
- Bilingual in English and Spanish is desirable

MEDA is an Equal Opportunity, Affirmative Action employer.

**TO APPLY:** Please click the following link and complete the application form.

<http://medasf.applicantstack.com/x/detail/a2lg3zaoxuql>