**San Pasqual Band of Mission Indians Tribal Government's**

**San Pasqual Housing and Community Development**

**Post Office Box 365, Valley Center, CA 92082**

**Ipai, (The People), Community Development Financial Institution (CDFI)**

**NOTICE OF POSITION VACANCY**

**P**osition Title: Director Posting Date: January 19, 2015

Salary Range: (depending on experience) Full-Time Position (Non-Exempt)

**Purpose:**

Implements the Mission and primary goals of the San Pasqual Ipai CDFI. To achieve Certified Development Financial Institution Certification and lead the organization through this process as well as underwrite loans and maintain small existing CDFI microloans. A certified CDFI is a specialized financial institution that works in market niches that are underserved by traditional financing institutions.

**Reports To:**

This position reports to the Ipai CDFI Board of Directors and works closely with other Directors and staff to meet the overall goals and objectives and to serve the needs of the low-income, socially disadvantaged community.

**Duties Include but are not limited to the following:**

***Executive Functions;***

1. **Ipai CDFI Board of Directors:** Manage relationship with the Board of Directors, including providing regular reports on activities, reporting on the financial status of the organization, recommending program guidelines, etc.

***Financial Management:***

1. Prepare and manage annual operating budget to maintain fiscally sound operations. Manage all resources in a fiscally responsible manner in compliance with all internal policies and within GAAP.
2. Initiate and produce the grant application process to U.S. Department of Treasury in coordination with an outside consultant and the Ipai CDFI Board of Directors.
3. Develop the Ipai CDFI Business Plan in cooperation with the Ipai CDFI Board of Directors.
4. Establish and implement short- and long-range program goals, objectives and strategic plans; and monitor and evaluate programmatic and operational effectiveness.

***Organizational Development***:

1. Directing all program components, including training, business technical assistance, lending programs, ongoing management assistance and business and personal support services of the Ipai CDFI Credit Union.
2. Motivating staff, Board members, and volunteers, and promoting development of their skill and leadership abilities.
3. Recruit and hire staff as appropriate.

***Consumer Counseling & Education***

1. Develop consumer counseling and educational programs
2. Provide one on one financial advice

***Lending Functions;***

1. Develop and implement loan program based on Board approved loan policies.
2. Market loan programs.
3. Operate loan program, including;
4. Receive and evaluate loan applications
5. Present credit requests to Loan Committee for approval
6. Close and disburse loans
7. Send rejection letters to applicants when necessary
8. Send out loan invoices and monitor payments
9. Provide technical assistance to borrowers and potential borrowers
10. Implement collections and foreclosures as necessary

**\* *Perform other duties as required*.**

***Position Requirements:***

1. Knowledge of the principles and practices of management, lending, accounting, finance, and business administration;
2. Knowledge of funding principles, methods, procedures and resources;
3. Strong analytical, math and auditing skills;
4. Familiarity and experience with business ownership issues;
5. Adept at problem-solving;
6. Detail-oriented;
7. Ability to work independently and meet strict deadlines;
8. Proposal development and grant writing experience;
9. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with coworkers at all levels; and
10. Ability to maintain confidentiality.

**Minimum Qualifications**

1. The position of Director requires familiarity with CDFI requirements and loan underwriting procedures.
2. Demonstrated entrepreneurial skills, with preference for experience with a start-up operation.
3. Minimum five years experience as manager of budgets and staff.
4. Knowledge of small business development, including microenterprise field, business resource programs and the principles involved in delivering programs for micro entrepreneurs.
5. A degree in nonprofit, public or business administration, community and or economic development of related field of interest is preferred, or an equivalent combination of experience and education.
6. Experience in operating a community-based program or in serving a community-based programs is preferred.
7. Experience working with Native Americans and Native American Tribes is extremely beneficial.
8. BA degree in finance, business, economics, or a related field; and/or a Masters Degree preferred.
9. Proficiency in Spanish language is desirable.

**Individuals who are interested for consideration for the above position may email,** [andreab@sanpasqualtribe.org](mailto:andreab@sanpasqualtribe.org), **fax their resume to (760) 749-5763 or complete an application at the Tribal office located at: 16400 Kumeyaay Way, Valley Center, CA 92082.**

**Internal closing date: Closing Date**

In accordance with the Policies and Procedures, the San Pasqual Band of Mission Indians will at all times and for all positions gives hiring, transfers and promotional preferences to qualified applicants in the following order. 1. San Pasqual Band of Mission Indians members. 2. San Pasqual Band Member Spouses/1st Generation Lineal 3. San Pasqual Band of Mission Indians Lineal descendents. 4. Other American Indians. 5 All Others.