

**Position:** Director of Lending  
**Position Type:** Full-Time  
**Reports to:** Managing Director, Small Business Advising and Lending  
**Salary:** Competitive  
**Start Date:** August 1, 2014

### **OVERVIEW OF THE ORGANIZATION:**

Pacific Community Ventures (PCV) envisions an economy that works for everyone, where all individuals and businesses have access to the capital, resources and opportunities they need to grow and prosper. The organization's mission is to create economic opportunity in low-income communities. We achieve our mission through impact investing, entrepreneurship, and thought leadership.

**PCV Business Advising and Lending** provides a combination of intellectual and financial capital to entrepreneurs building small businesses whose growth creates much-needed jobs or provides other social benefits in low income communities. In 2013, in combination, Business Advising and the Lending served over 250 companies, creating 360 brand new jobs and supporting an additional 3,000 jobs; two thirds of employees at PCV companies are residents of lower income communities. In the aggregate, PCV companies paid nearly \$70 million in wages to the residents of lower income communities.

- **PCV Business Advising** recruits the nation's brightest business minds to serve as volunteer advisors to provide emerging entrepreneurs with the expertise, knowledge, and access they need to build their businesses both profitably and with sustained social impact. Last year, Business Advising piloted an online offering and this year, [www.BusinessAdvising.org](http://www.BusinessAdvising.org) launched, enabling PCV to serve many more companies and recruit more advisors across a broader geography.
- **PCV's Small Business Advising-Integrated Lending (SAIL)** provides loans of \$50,000 to \$200,000 to companies whose growth will create economic opportunity in low income communities. SAIL strives to lend to companies that could not otherwise access capital for growth (i.e., a bank will not lend to these companies). Understanding that these loans are inherently risky, PCV requires that all borrowers work with at least one PCV Business Advisor on an ongoing basis.

**PCV InSight**, the organization's thought leadership practice, creates systemic, longer term change by focusing on impact investing policy, best practice and evaluation. This work has two distinct but integrated parts—Policy Research & Analysis and Impact Advisory Services.

- **Policy research and analysis** examines and influences the role of government in driving capital and other resources to underserved communities, working specifically to build a policy environment conducive to impact investing. PCV's policy research and analysis has provided the basis for national and international policy convenings, including the White House Impact Economy meeting and the recent G8 Summit Track on Social Impact Investing. PCV's policy research and analysis partners with Harvard University, the World Economic Forum and other leaders, to advance impact investing as a

tool for creating economic and social benefits in low income communities. In partnership with the Initiative for Responsible Investing at Harvard's Kennedy School, PCV is the convener of the Impact Investing Policy Collaborative ([www.iipcollaborative.org](http://www.iipcollaborative.org))

- **Impact Advisory Services** is investor-facing, providing impact assessment and other advisory services to some of the country's most prominent investment and philanthropic institutions. Impact Advisory Services independently analyzes non-financial performance data, measuring and reporting on the social and economic impact of over \$20 billion in California investments by CalPERS, across asset classes, \$1.3 billion of private equity investments by 40 individual money managers, and \$4 billion in affordable housing investments. In addition, Impact Advisory Services also conducts best practice work in impact investing. Recent publications resulting from this work can be found at <http://www.pacificcommunityventures.org/impinv2/>.

PCV's nonprofit budget is approximately \$3.5 million. Current staff is 18 full-time in addition to several part-time and contract positions.

### **Position Summary**

The Director of Lending is a key member of PCV's team that will be entrepreneurial and innovative in their thinking about how to deploy more capital to small businesses in California. In this role, the individual will lead and manage the deployment and implementation of innovative financial vehicles and asset origination to grow PCV's Loan fund as a model for CDFIs in the marketplace. The Director of Lending will be responsible for developing new leads and maintaining an active pipeline of potential borrowers to get on a trajectory of deploying \$5M a year in capital by 2017.

### **Responsibilities**

- Develop and maintain functional knowledge of the landscape of small business lenders and their product offerings and identify additional lending products and services that PCV should explore offering
- Oversee and supervise loan origination by developing a robust business development pipeline, working with staff to develop strong community relationships with bankers, network partners, and community partners.
- Manage the effort to research, identify, develop and secure new lending opportunities to achieve business goals
- Support the screening of potential loan applicants and structure loan transactions
- Work closely with business advising program to coordinate and optimize the lending/advising relationships
- Oversee the process of underwriting new transactions for loan approval
- Manage ongoing relationships with borrowers, including obtaining required documents and information, keeping updated on operations and check-ins with Advisors.
- Structure, negotiate and complete loan documentation that is in keeping with the program requirements
- Work with Chief Credit Officer to set up and navigate a smooth loan approval process
- Work with the Chief Credit Officer in early identification of problem loans and any restructuring to recoup all loan principal.
- Coach, mentor and develop the team as appropriate

## Qualifications

- 10+ years' experience lending and/or underwriting business loans with at least part of that time to small businesses at a CDFI, community bank or other financial institution
- 5+ years' experience as a Director of Lending or equivalent including supervisory and business development experience
- Entrepreneurial experience with the ability to work independently, take initiative and make hard decisions while also being effective and collaborative in a team environment.
- Excellent communication skills, both oral and written.
- Experience with building and interpreting financial forecasts
- Undergraduate degree required, MBA in finance and/or other relevant advanced degree preferred.

## Compensation

Commensurate with experience. PCV provides excellent benefits for full-time employees including:  
health and dental insurance, paid time off and holidays.

To apply for this position, send a resume and cover letter to: [HR@pcvmail.org](mailto:HR@pcvmail.org). Please include the title of **Director of Lending** in the subject of your email.

*PCV is an equal opportunity employer; applicants are considered for all roles without regard to race, color, religious creed, sex, national origin, citizenship status, age, physical or mental disability, sexual orientation, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state or local law.*