



Affiliated Tribes of Northwest Indians Economic Development Corporation

Position Description

Position Title:	Loan Officer/ Manager
Location:	ATNI-EDC Office in Portland, Oregon
Salary:	\$53,000 – 62,000 per year, based on experience
Posting Date:	April 23, 2021
Closing Date:	May 7, 2021
Anticipated Start Date:	May 17, 2021

Organization Overview

The **Affiliated Tribes of Northwest Indians Economic Development Corporation** (ATNI-EDC) is a nonprofit organization that provides financial and technical assistance to ATNI Member Tribes in the priority areas of community and economic development to each of the fifty-seven ATNI Member Tribes in the Pacific Northwest that includes all of the Tribes in Oregon, Washington, and Idaho, as well as Tribes in Northern California, Nevada, Montana, and Alaska. As one of its tools, ATNI-EDC operates a Revolving Loan Fund that aims to increase access to capital for Native American communities and entrepreneurs. ATNI-EDC first began lending in 2000. In 2002, the board formed a subsidiary Community Development Financial Institution (CDFI) called Affiliated Tribes of Northwest Indians Financial Services (ATNI-FS). The loan program is small and positioned to grow.

Position Overview

This position is responsible for overseeing the lending and small business support operations of ATNI-EDC and its subsidiary, ATNI-FS. The position offers an excellent opportunity to work hands-on with emerging and established Native entrepreneurs that are seeking financing options to start or scale their business by facilitating access to capital and appropriate loan products. The successful candidate is mission-driven, community oriented, and seek creative solutions to issues as they arise. Position requires 15-25% regional and national travel (post-COVID 19 restrictions). Position is required to work on-site (post-COVID 19 restrictions).

Essential Duties

- ***Provides management and oversight over lending operations.***
- ***Perform lending functions including application review, underwriting, and portfolio management.***
- ***Seek lending project opportunities and build pipeline.***

Job Duties

- Manages the ATNI-EDC Revolving Loan Fund, including providing timely and accurate reports to funders, the ATNI-EDC Board, and the Loan Committee as required; providing monthly status reports to the Loan Committee; and preparing annual program budget and projections.
- Performs lending activities that includes reviewing applications, interfacing with clients, drafting credit memos, underwriting loans, drafting loan documents, securing collateral, and disbursing payments.

- Performs portfolio management duties including interfacing with borrowers, receiving payments, reviewing and updating collateral, contract modifications, and foreclosing on non-performing loans.
- Markets loan program and develops pipeline of loan project opportunities.
- Oversee the lending team, lead and coach team members, review performance, provide direction and prioritization over workflow.
- Work with the Executive Director to develop and implement the loan program's strategic direction.
- Works with Executive Director to identify and apply for lending capital, technical assistance funding, and capacity building.
- Develops and maintains relationships with ATNI Member Tribes' staff and leadership, other lenders, funders, and technical assistance providers.
- Performs additional duties such as administrative activities, reporting, fundraising, and development activities.
- Understand market trends and identify market opportunities to grow existing and emerging Native-owned businesses.
- Other duties as assigned

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. Ability to convey complex issues clearly, completely, and concisely both verbally and written to a broad and diverse audience. Ability to work independently and collaboratively in a team environment with a spirit of cooperation. Respectfully takes direction from manager.

Education & Experience

Bachelor's Degree from four-year college or university in business administration, finance, communications, marketing, or a related field. Must have a minimum of five years' experience in banking or economic development. Experience delivering business development services desired. Experience in the fields of agriculture, fisheries, and/ or timber desired. Must have general knowledge of Pacific Northwest based Tribes and a working understanding of Tribal governments, cultures, customs, and histories. Experience working with ATNI and/or ATNI Tribes is desired.

Certificates, Licenses and/or Registrations

This position requires a valid Driver's License and insurance. A certificate in Economic Development or Business Advising or related field is desired.

To Apply:

Please send completed application, cover letter (1-page maximum), resume or CV, and a list of three professional references. Your cover letter should clearly explain how your skills, experience, and interests fit this position. The references should be from a peer, someone you have managed, and someone that has managed you.

By email: Send to info@atniedc.com with the subject line of "**Application for Loan Officer/ Manager**" by end-of-close business on the day of the application deadline listed above. It is preferable if you send your documents as a single pdf.

By mail: Send to: Amber Schulz-Oliver, ATNI-EDC, PO Box 66592, Portland Oregon 97290. Envelope must be postmarked *TWO DAYS PRIOR* to the application deadline listed above. If you are sending your application by mail, please inform us by email (info@atniedc.com) or by phone (503.206.8754).

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin. ATNI-EDC reserves the right to observe Tribal preference as a standard hiring practice, as part of our mission is to promote and provide employment opportunities for Indian People from the Member Tribes of ATNI.

APPLICATION FOR EMPLOYMENT

A. GENERAL INFORMATION			
Name:	Email Address:	Driver's License No. & State:	Date:
Previous Last Name Used:	Current Street Address:		
City:	State:	Zip:	Area Code & Home Phone Number: ()
If not a resident at current address for 2 years, give previous address & phone number:		Lived There From:	To:
Are you a United States citizen or legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (Upon hiring, all persons must verify eligibility to be employed in the United States.)			
List states and counties of residence for the past <u> </u> years:			
Do you have any relatives or friends working for this company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name and department:			
Have you ever worked for this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when and in what department/location?			
In case of an emergency, who should we notify?	Name:	Address:	Phone Number: ()
B. JOB INTEREST			
Position Applying For:			Referred By:
Type of employment desired (check one): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer			
Shift Preference:		Salary Required:	
Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you willing to work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how often?			
Date available to begin work:		Are you 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No	
C. EDUCATION			
Name & Address of School Attended		Did you graduate?	List Diploma or Degree
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending	
College or University		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending	
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Attending	
D. REFERENCES			
Please list two persons who know of your qualifications and work abilities (do not include relatives):			
Name:	Email Address:	Phone Number:	Relationship to Applicant:
		()	
		()	

YOUR EMPLOYMENT HISTORY

Please list below your Employment History beginning with your most recent employer. Account for all periods of time, including **part-time work, military service or unemployment**. May we contact your present employer for references? Yes No
 If additional space is needed, please attach supplemental information.

E. EMPLOYER NAME & ADDRESS

From		To		Department:	Supervisor:	Phone Number: ()
Month	Year	Month	Year			
Job Title & Description of Your Duties:						
Reason For Leaving:						

F. EMPLOYER NAME & ADDRESS

From		To		Department:	Supervisor:	Phone Number: ()
Month	Year	Month	Year			
Job Title & Description of Your Duties:						
Reason For Leaving:						

G. EMPLOYER NAME & ADDRESS

From		To		Department:	Supervisor:	Phone Number: ()
Month	Year	Month	Year			
Job Title & Description of Your Duties:						
Reason For Leaving:						

H. EMPLOYER NAME & ADDRESS

From		To		Department:	Supervisor:	Phone Number: ()
Month	Year	Month	Year			
Job Title & Description of Your Duties:						
Reason For Leaving:						

I. SPECIAL SKILLS & QUALIFICATIONS

Please summarize special skills, qualifications, and civic, social or professional memberships:

RELEASE AND CONSENT

I understand and certify that all information supplied in this application, and any attached resume, is complete and correct. Any false, misleading or incomplete information furnished by me regarding this application may result in the rejection of this application or if employed, dismissal. I understand that in consideration of my employment, I agree to conform to the rules and regulations of the Employer, and further agree that my employment and compensation are at the will of the Employer and can be terminated, with or without cause, and with or without notice, at any time at the option of either the Employer or myself. I understand and agree that these terms can only be modified in writing and signed by the President. No supervisor, representative, agent, or other employee of the Employer has now or has had in the past the authority to enter into any agreement for employment, or to make any agreement which is contrary to or in modification of the above terms, nor can any policies or practices of the Employer either written or oral, modify the above terms.

I understand and agree to take any physical examination and pre-employment test, including drug screening test. All such tests will be administered in compliance with the Americans with Disabilities Act.

I understand and hereby authorize all persons, schools, companies, employers, and/or their representatives to furnish verification to the Employer, its representatives or agents, any and all information set forth in this application and/or attached resume. In addition, I hereby agree to hold harmless and to release from all liability all said persons, schools, companies, employers and/or their representatives from any and all claims that I may have, or which may arise, against any and/or all of them, including the Employer, as a result of them furnishing information to the Employer. I authorize the Employer, should they employ me, to release employment references if my employment becomes terminated for any reason. I also authorize the Employer to conduct credit, police, criminal and driving record inquiries, or any other employment related inquiries in compliance with the provisions of the Fair Credit Reporting Act, 15 U.S.C. Section 1681, et. seq. I understand that the decision to hire me and my continued employment will be subject to the results of these inquiries.

We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, gender (sex), national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-work hours and any other legally protected status.

I understand this application will be active for employment consideration for 30 days. After 30 days, if I wish to be considered for employment, I must contact the Employer to determine if applications are being accepted.

I have read, understand and agree with this statement.

Applicant's Signature

Date