

<b>TITLE</b>	<b>Loan Fund Manager</b>
<b>DATE EST</b>	<b>October 2021</b>
<b>OVERTIME</b>	<b>Exempt</b>

**PURPOSE OF POSITION:**

Under the general direction of the Executive Director, manage the MCEDD services to businesses, including loan packaging, business incentives and information/ access to a variety of public sector financial resources. Manage MCEDD’s loan portfolio.

**ESSENTIAL JOB FUNCTIONS:**

***CLIENT SERVICES***

- Notify and advise potential clients of the availability and use of lending programs sponsored by MCEDD.
- Promote and market loan program and services to commercial finance institutions and economic development professionals.
- Develop and maintain productive relationships with private lenders and partnerships with other public development agencies and programs.
- Review and analyze loan proposals for proper underwriting criteria and creditworthiness. Advise borrowers on the preparation of information needed by lending agencies.
- Prepare recommendations, information, and reports for presentation to loan committees.
- Review loan documents for closing, such as loan agreements, collateral agreements, resolutions, and guarantees. Monitor the documents as required by the particular financing program. Follow rules for all loan programs, including loan administration, manuals, loan program sources.
- Contact borrowers and conduct site visits when necessary, working with clients to improve borrower viability, reduce chance of loan default and market additional services to each customer and their associates.
- Perform services in conjunction with contracts for economic development incentives, such as Enterprise Zones.
- Assist applicants in preparing loan applications for Oregon Investment Board and Mount Hood Economic Alliance funding. Present applications for review using established procedures. Maintain client files, monitor performance measures, and process reimbursement requests per program guidelines.

***OPERATIONS AND SUPPORT***

- Set up and maintain files and record keeping systems. File and retrieve documents as necessary. Research and provide information in response to requests. Assemble and prepare reports to funding sources.
- Track and monitor each loan fund.
- Monitor outstanding loans for compliance with terms and agreements such as employment reports, maintenance of insurance coverage, financial statements, tax payments, collateral, etc.
- Process payments to interface loan database software and general accounting systems.
- Maintain and update, as necessary, security procedures and policies as applicable to loan database software and loan records.
- Take delinquency and collection actions.
- Maintain compliance with all laws and regulations related to loan fund management.

- Coordinate with the Finance and Operations Manager the anticipated cash flow requirements.
- Work closely with Assistant Project Manager on various tasks related to the loan program.

### ***RESOURCE DEVELOPMENT***

- Write proposals and applications for Federal and State grants and for matching funds.
- Seek opportunities to increase loan funds and programs.
- Market and promote MCEDD in order to retain and attract new business and projects for MCEDD.
- Troubleshoot regional concerns/matters and recommend/coordinate projects and services in order to solve common regional issues.
- Serve as advocate for MCEDD identified projects in federal, Oregon, and Washington agencies in order to obtain and maximize funding opportunities.

### **AUXILIARY JOB FUNCTIONS:**

- Follow MCEDD policies and procedures. Follow all safety rules and procedures for work areas. Maintain work areas in a clean and orderly manner.
- Maintain cooperative working relationships with other District staff, member organizations, and the general public.
- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Set goals and establish processes and procedures to accomplish the goals.
- Other duties as assigned.

### **JOB QUALIFICATION REQUIREMENTS:**

#### **Mandatory Knowledge, Skills and Abilities**

- Broad knowledge of business administration, finance and accounting, financial lending and credit principles and practices, financial analysis.
- Broad knowledge of program marketing and outreach strategies.
- Knowledge of principal public sector lending programs
- Excellent verbal and written communication skills.
- Demonstrated ability to establish and maintain effective professional working relationships with a variety of partners, clients, and employees contacted in the course of work, including people from diverse racial, ethnic and socio/economic backgrounds.
- Demonstrated ability to prepare timely, clear, and concise reports without much oversight.
- Be self-motivated.
- Ability to work both independently and in a team environment.
- Ability to effectively compile and analyze data and develop formal recommendations.
- Consistent reliability
- Current software skills (Microsoft Office and Excel, Adobe, Google).
- Ability to handle sensitive information with discretion related to clients, partners, and projects.
- Positive “can do” attitude, especially to provide superb customer service.

#### **Required Education, Licenses, and Certifications**

Equivalent to a Bachelor’s degree in business administration, finance, economic development or a related field, and four years of directly related experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. A valid

Oregon driver's license and access to a private vehicle or equivalent means of transportation will be a condition of employment for all employees whose work duties require, at any time, driving a motor vehicle. Position requires disclosure of personal history and financial information as required by Small Business Administration and must meet other requirements imposed.

**Desired/Preferred Education, Experience and Qualifications**

- Loan collection experience.
- Experience with loan database software.
- Bi-lingual and bi-literate (English/Spanish) preferred.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computer keyboard, calculator, motorized vehicle, and standard office equipment.

**WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work area is typical of most open office environments with telephones, personal interruptions, and background noises. Occasional evening meetings may be required. Moderate travel is required. Typical work schedule is 8:00 a.m. to 4:30 p.m. Some schedule flexibility and remote work are allowed.

**SUPERVISORY RESPONSIBILITIES:**

None. May provide training and orientation to newly assigned personnel.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Executive Director who reviews policies and practices and results obtained.

Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.