

Affiliated Tribes of Northwest Indians
Economic Development Corporation
Position Description

Organization: ATNI-EDC
Title: Director of Financial Services
Location: ATNI-EDC Office in Portland, Oregon
Salary: \$75,000 to \$90,000 per year, based on experience
Closing Date: Open until filled

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).

Position Overview: The Director of Financial Services (FS) will oversee all lending and technical services activities of ATNI-FS, a subsidiary of ATNI-EDC.

Reporting: The Director of Financial Services will report directly to the Executive Director of ATNI-EDC.

Description of Activities:

- Community Development Financial Institution (CDFI)
 - Oversee the lending team, lead and coach team members, review performance, provide direction and prioritize workflow.
 - Oversee and procure funding sources
 - Review credit underwriting packages
 - Report loan activity and portfolio performance to FS Loan Committee
 - Manage portfolio for quality and oversee non-performing loans.
- State Small Business Credit Initiative (SSBCI)
 - Work with Tribes and business owners on business development opportunities
 - Manage each Tribe's allocation
 - Gather Tribes representatives together for regular meetings
 - Review 3rd party loan packages and SSBCI match
 - Report to Treasury and Tribes as required
 - Manage portfolio for quality and oversee non-performing loans
- Technical Services (TS)
 - Oversee activities of Business Support Specialist team
 - Provide wrap-around technical service support for small businesses that leads to potential lending opportunities
 - Assist technical support with resource content development and resource partners
- Other
 - Report FS activities to ATNI-EDC board

- Build and maintain operating budgets for CDFI, SSBCI, and TS
- Provide supervision, direction, and training opportunities for all ATNI FS personnel. Manage performance, hear grievances, and administer disciplinary action. Approve hiring and termination actions with support of Executive Director. Ensure adherence to personnel policies and procedures.
- Support regional economic development planning strategies and projects. Prepare reports and public presentations for elected officials, department heads, committees, and the public as necessary.
- Support Executive Director in other activities as needed
- Oversee ATNI-EDC in Executive Director's absence

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, or a related field. Must have a minimum of five years' experience in delivering business development services and/or training or equivalent combination of education and experience. Experience in banking or economic development 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 a cover letter (2-pages 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.

By email: Send to hr@atniedc.com with the subject line "Application for Director of Financial Services." It is preferable that you send your documents as a single pdf.

By mail: Send to: Human Resources, ATNI-EDC, PO Box 66592, Portland Oregon 97290. If you are sending your application by mail, please inform us by email (hr@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 Tribal Members of ATNI Member Tribes.