

<b>TITLE</b>	<b>Loan Fund Manager</b>
<b>DATE EST</b>	<b>April 2019</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, 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.

Prepare 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 his 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 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 and general accounting systems.

Recommend delinquency and collection actions and take actions as directed.

Maintain and update, as necessary, security procedures and policies as applicable to loan accounting systems and loan records.

Maintain compliance with all laws and regulations related to loan fund management.

Coordinate with the Finance and Operations Manager the anticipated cash flow requirements.

### ***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 REQUIREMENTS:** Broad knowledge of business administration, finance and accounting, financial lending and credit principles and practices, financial analysis, program marketing. Knowledge of principal public sector lending programs, principles of word processing, spreadsheet, and database software. Excellent verbal and written communication skills; demonstrated ability to establish and maintain effective professional working relationships; Be self-motivated; Ability to work both independently and in a team

environment; Consistent reliability; and positive “can do” attitude, especially to provide superb customer service.

Equivalent to a Bachelor’s degree 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.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of valid driver’s license or ability to travel to remote areas of the region in performance of the job. Position requires disclosure of personal history and financial information as required by Small Business Administration and must meet other requirements imposed.

**DESIRABLE REQUIREMENTS:** Loan collection experience. 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 office environments with telephones, personal interruptions, and background noises. Occasional evening meetings may be required. Moderate travel is required.

**SUPERVISORY RESPONSIBILITIES:**

Supervision of others is not a typical function assigned to this position. 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.

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