

AGENCY DESCRIPTION: A multi-state Regional Training and Technical Assistance Center and a Statewide Community Action Agency with a mission to promote the development of affordable water and wastewater facilities, activities, and resources to improve the quality of life for low- income rural residents.

DEPARTMENT: Loan Fund

JOB TITLE: Loan Fund Manager

SALARY RANGE: See Salary Chart

GENERAL DESCRIPTION/ESSENTIAL FUNCTIONS:

Responsible for loan origination, underwriting and marketing of the Loan Fund Program. Assists the Director of Housing & Community Development to administer and develop the loan fund program. Prepares and reviews loan applications within the underwriting process.

DUTIES AND RESPONSIBILITIES:

1. Assists the Director of Housing & Community Development in the solicitation, origination and closing of loans as a member of the Staff Review Team.
2. Supports the loan underwriting process by reviewing loan applications for deficiencies, clarity and technical soundness and preparing loan applications for review.
3. Arranges Staff Review Team and Loan Review Committee meetings as well as site visits.
4. Follows up on committee concerns and questions on loan applications.
5. Creates and maintains tracking devices for loan inquiries, applications and borrowers.
6. Researches funding sources and assists with writing proposals for operating grants, capitalizations, certification and other requirements.
7. Analyzes, compiles and generates historical statistical data to support proposals and reports.
8. Assists the Director of Housing & Community Development in the administration and servicing of the Loan Fund program by tracking loan payments, mailing reminders of loan payment notices and taking loan payment checks to the bank.

9. Makes presentations at workshops, conferences & meetings as necessary to market the program.
10. Provides technical assistance as needed to prospective applicants by assisting the applicant with completing Southeast RCAP's loan application.
11. Performs housing inspections for low income housing properties and for the well loan program.
12. Supervises the daily work of staff in the loan Fund department.
13. Enter new loans in the Revolving Loan Software System.
14. Maintains loan files and assists with audit.
15. Prepare closing documents and contractor documents for individual loans
16. Prepare funding reports and board committee reports in regards to loan fund department.
17. Communicates with credit report agency, title search agency and attorney in regards to clients.
18. Prepares contractors documents, legal payables and other department payables
19. Request, maintain and track required client information.
20. Processing and closing of mortgage loan applications.
21. Ensuring that all loans comply with programmatic and administrative regulations and the laws.
22. Works closely with all SERCAP lending partners.
23. Producing the loans of a quality and quantity that ensures corporate lending goals are met.
24. Performs other duties as needed and directed by the Supervisor or CEO.

QUALIFICATIONS:

Education: A degree in Business Administration or related field of study with emphasis in marketing, communications, finance, accounting or banking.

Skills: Have the ability to establish a rapport with a wide variety of individuals and capable of working with a minimum of supervision. Skilled in the use of computers with an emphasis in word processing and spreadsheets. Good written and oral communications skills.

Experience: Five (5) years of applicable experience in the commercial lending or community development fields, and experience in mortgage lending, (*education may be substituted for experience*). Experience in rural environments with an emphasis in water management, housing, economic development or other community/economic development environmental issues. Some experience in advocacy for rural communities is useful.

Requirements: Must have a valid driver's license and ability to travel extensively throughout the seven-state region. Unscheduled and frequent travel required. Prior supervisory experience required.

Other Requirements

Loan Underwriting and Origination:

- Work with prospective nonprofit, individual and public body loan applicants in assisting with structure of their request for capital.
- Analyze applicant need.
- Underwrite loan application.
- Negotiate loan terms and requirements with borrowers.
- Present proposed loan to staff review team and the SERCAP loan committee for approval.
- Present final negotiations with borrowers if changes are made.

Solicitation of New Investments

- Assist in identifying resources for capital investments.

Loan Servicing

- Assist the loan administration team by monitoring projects through the development process.
- Perform periodic site inspections.
- Review draw requests.

Training

- Design and deliver individual or group presentations at conferences and workshops.

Research

- Participate in research teams to identify financial needs in rural communities.
- Assist in the development and design of financial products to help meet the needs that are identified through research.

Finance

- Market and represent SERCAP and the loan fund to existing and potential clients.

SUPERVISES: Loan Fund Coordinator

SUPERVISED BY: Director of Housing and Community Development