

Job Opening: Lending Director
Franklin County Community Development Corporation

The Franklin County Community Development Corporation provides counsel, capital and connections for entrepreneurs and existing businesses that add to the economy of western MA and create opportunities and employment for low and moderate-income residents. The Small Business Lending Program provides financing to people that cannot access it through other traditional sources. The FCCDC is a non-profit community economic development organization with 20 staff, working throughout western MA with an operating budget of \$2.5M and assets of \$8M, including a growing small business lending program and food system support operations.

Job Description: Lending Director

The Franklin County Community Development Corporation (FCCDC) seeks a dynamic and entrepreneurial Lending Director to lead the FCCDC Small Business Lending Program and strengthen its position as a leader in mission-based impact lending. We are looking for an experienced small business lender who wants to use their expertise to strengthen our region's economic development efforts in a collaborative, mission-oriented team and develop innovative approaches to engage more people that have not been able to access financing due to historic and current inequities and biases.

This is an opportunity to grow a mature program to reach more underserved people, double the size of the loan portfolio from \$5M to \$10M and become a Certified Development Financial Institution. Key aspects of the position are business development, pre and post loan technical assistance to clients, credit analysis, underwriting, financial forecasting, loan packaging, compliance, loan portfolio management, loan policies and systems and outreach in the community.

The Lending Director will work closely with the other FCCDC Programs (Technical Assistance, Food Systems and Production, Racial Justice) to develop key partnerships and a deep pipeline of potential borrowers. The Lending Director is part of senior management and will provide leadership within the organization and serve as a strategic partner to other Program Directors, the Executive Director and the Board of Directors.

Responsibilities:

- Work with the FCCDC team to meet organizational goals and mission
- Participate in anti-racism activities and help work for racial, social and economic justice
- Manage all aspects of the FCCDC business lending program, including planning and budgeting
- Program outreach to build the pipeline and grow the portfolio, in particular with more people from underserved populations
- Screen applicants, conduct interviews and assess client's readiness using innovative methods
- Coordinate business technical assistance and lending services
- Provide business counseling directly or match with other FCCDC staff or appropriate consultants
- Perform necessary due diligence and conduct site visits. Analyze loan packages in terms of business viability, client's experience, knowledge and management capacity, character, credit record, collateral and owner's equity. Use creative methods to ensure equitable decisions

- When loan packages are ready, present loan proposals to the Loan Review Committee
- For micro-loans, work with other FCCDC staff to make loan decisions
- Manage contracts and reporting requirements for the FCCDC and funders and ensure loan files and other administrative aspects are maintained in proper order
- Develop proposals and compliance reporting to the CDFI Fund. Remain updated on all regulations, policies and procedures relative to commercial lending and to ensure a compliant portfolio
- Responsible for loan closings, documentation and coordination with lawyers
- Follow-up and monitor clients, maintain a well-balanced portfolio, collect repayments, perform remodifications and loan workouts if necessary
- Coordinate the lending program with other FCCDC programs and other organizations.
- Oversee lending databases
- Assist with training workshops
- Support FCCDC organizational development and growth
- Maintains strictest confidentiality
- When schedule requires remote work, expected to be available for meetings, calls, responding to emails, and conducting regular duties
- Attend regularly scheduled client meetings, team meetings, mandatory trainings, and participate in professional development activities

Job Environment

Works primarily from the FCCDC office in Greenfield. Work is generally performed in typical office space with some off-site meetings and community outreach. Some work may be performed remotely, especially during COVID-19 period. Position has regular contact with FCCDC staff, Loan Review Committee, Board of Directors, collaborators, vendors, and consultants. The Lending Director reports to the Executive Director. They may supervise two or more lending staff.

Job Qualifications:

- Bachelor's degree in related field with five (5) or more years of progressive managerial experience with a proven record of customer service, business counseling and lending and leadership, preferably with underserved populations.
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- Advanced degree in related field with (3) three or more years of progressive managerial experience with a proven record of customer service, business counseling and lending and leadership, preferably with underserved populations.
- Previous lending experience, microenterprise credit, mission-driven lending.
- Project management experience, experience with CDFI a plus.
- Demonstrated ability to network with bankers, government, community and business representatives to generate loans, promote FCCDC, and increase client contact throughout western MA.
- Experience with farm and food businesses a plus.
- Counseling and assessment skills. Ability to work with clientele of wide-ranging ethnicity, education level, socioeconomic status, including immigrants.
- Knowledge of small business operations and business environment in western MA. Experience operating own business or in a management position in a company a plus.

- Independent worker, excellent communication, organizational and analytical skills.
- Commitment to Community Economic Development.
- Personal qualities of integrity, credibility, and dedication to the mission of the FCCDC.
- Committed to dismantling white supremacy culture within the FCCDC and in the community, and help work for racial, social and economic justice.
- FCCDC views diversity, equity, inclusion and cultural competence as vital guiding principles in all our work with clients and communities. We welcome and encourage applications from visible minority group members, indigenous persons, members of the LGBTQ community, persons with disabilities and others who will contribute to the diversity of the organization and reflect the diversity of the communities we serve.
- Finance degree preferred.
- Spanish fluency a plus.

Benefits: Salary range \$70,000 – \$80,000 depending on experience, plus excellent benefits including flexible hours, health insurance, retirement plan and paid time off.

Type of Position: Full time, permanent position

To Apply: EMAIL COVER LETTER AND RESUME TO: resumes@fccdc.org

FCCDC is an Equal Opportunity Employer and values diversity.

Employment is contingent upon successful completion of Criminal Offender Record check (C.O.R.I.) prior to hire.