



**Position Available:
Loan Officer / Financial Specialist**

Position Summary

This hands-on position works directly with staff from nonprofit organizations as both lender and technical assistance provider, with lending as the primary responsibility. Day-to-day activities involve meeting with nonprofit leaders to understand and assess capital needs, financial information and helping managers and board members solve financial challenges. In addition, the Loan Officer/Financial Specialist assists in delivering training workshops. The position offers the opportunity to contribute to the health and stability of a wide range of nonprofits in all fields of service in the metro area and throughout the state.

Reports to: Capital Access Director

Classification: Full-time, Exempt

Core Job Functions

- Develop and maintain mutually beneficial and trusting relationships with nonprofit organizations and leaders.
- Respond to initial inquiries regarding loan programs and other services.
- Diagnose needs of potential clients and provide technical assistance in finance and management when required.
- Underwrite loan requests according to approved lending policy, prepare credit package for committee consideration and attend committee meetings.
- Assure preparation of correct documentation for loans, including perfection of security instruments.
- Service loans, including follow-up on past due loan payments, respond to client inquiries about existing loans, maintain current information on borrowers.
- Periodically assess risk-classification rating of loans.
- Recommend actions to loan committee, including restructuring, charge off or legal action.
- Develop and maintain relationships with organizations and agencies providing services to nonprofits, including relationships with other financing agencies.
- Deliver personalized technical assistance to organizations or refer to appropriate staff or outside resource.
- Present training workshops as scheduled.

Qualifications

- Commitment to the mission, vision, values of Propel Nonprofits and the nonprofit sector.
- Three years' experience in at least one area directly relevant to the position: nonprofit financial management, nonprofit management or consulting, or nonprofit/small business lending.

- Broad-based knowledge of community resources, excellent financial analysis and diagnostic skills, and the capacity to provide hands-on assistance on various financial and management topics.
- Commitment to building strong relationships. Ability to work effectively in collaboration with diverse groups of people.
- Excellent communication, analytical, and organizational skills.
- Flexibility to work effectively both independently and in a team environment.
- Curiosity and aptitude for learning and mastering information and financial concepts.
- Commitment to infusing a diversity, equity, and inclusion lens in work process and product.

Education and Other Training

- Bachelor's degree preferred or equivalent combination of education, training, and experience.
- Prior experience with financial management and user-level understanding of accounting and finance.

Compensation

Salary range: \$55,000-71,000. Excellent benefits package includes medical, dental, life, and disability insurances, along with retirement and generous leave policies.

Accommodations

We recognize that qualified applicants will include a range of people who will each require different support in order to be successful. Currently, we are working from home and we are committed to making sure that each staff member has the technology and programs they need to be successful. If you have a cognitive or physical disability that requires accommodation or specific support, we will provide what is reasonable within the organization's capacity.

To Apply

Interested candidates should send a cover letter and resume by Friday, May 21, 2021 to Phil Hatlie, Capital Access Director at phatlie@propelnonprofits.org.

Questions?

Interested candidates are invited to schedule a call to discuss any questions about the position, qualifications, or organization. (A pre-application call is not required to apply.) Contact Phil Hatlie at phatlie@propelnonprofits.org to schedule.

Propel Nonprofits is an equal opportunity employer.



power your mission

About Propel Nonprofits

Propel Nonprofits fuels the impact and effectiveness of nonprofits with guidance, expertise, and capital. Its services include accounting and finance, board governance, fiscal sponsorship, lending, skills and knowledge sharing, strategic consulting, and training. Propel Nonprofits serves nonprofit organizations in Minnesota and the adjacent states of Wisconsin, Iowa, North Dakota, and South Dakota.

About our Services

Lending: Propel Nonprofits is a federally certified Community Development Financial Institution (CDFI) offering loans to nonprofit organizations in Minnesota and adjacent communities to expand programs and services, bridge cash flow gaps, and purchase and renovate buildings.

Technical Assistance: TA helps nonprofits understand their financial situation, identify priorities, and develop a plan of action for the near and long-term future.

Training: The training program offers 100-150 training events annually on topics related to nonprofit finance, strategy, and governance.

Strategic Consulting & Board Development: Propel Nonprofits' consulting team works with nonprofits to develop strategic and operational plans, provide customized board training and facilitation, and chart new paths for collaboration and partnerships.

Accounting and Finance: Our staff of experienced accountants work with nonprofit to tailor QuickBooks Online for their needs, develop in-house accounting expertise, and support nonprofit clients working with Propel Nonprofits' other programs.

Fiscal Sponsorship: Our fiscal sponsorship program works with dozens of mission-driven organizations, projects, causes, and collaborations annually to test drive ideas as they build infrastructure, set goals, and develop their business models. As fiscal sponsor, Propel Nonprofits offers the ability to accept charitable contributions while waiting for IRS 501(c)(3) application approval; we also offer guidance and insights, organizational development, financial and board governance templates and trainings, and a bridge to helpful relationships.

Resources: Propel Nonprofits has developed an extensive online library of videos, articles, financial examples and templates, and glossary of financial terms.

Our Guiding Principles & Core Values

At Propel Nonprofits, we're in the business of powering those on the frontlines working for the good of our communities, which requires dedication and a shared vision. Our Theory of Change is that when nonprofits are well led, well resourced, and well connected they achieve mission success. As we work toward our mission of fueling the impact and effectiveness of nonprofits with guidance, expertise, and capital, we use these principles as a strategy screen, as accountability markers, and as a handshake, whether you're new through our door or an old Propel friend.

Champion nonprofits

We love nonprofits – their people and their missions. We are optimistic about their ability and believe in their **power** to change the world because we see their work in action every day. They are experts at connecting communities for change, bold leaders who take risks, and folks who stand up and take action in the face of injustice. Nonprofits are champions of good; we are champions of nonprofits.

Be a mutual and trusted partner

The work of standing up for your mission takes courage, honesty, and a friend who believes in you. We enter our partnerships with **respect and kindness**, aiming to be the champion in your corner, a trusted confidant, and the one helping identify the elephant in the room when an issue needs to be named. “**Be helpful**” is one of our mottos, and for us, this means listening first, then supporting nonprofit leaders' expertise with our own. We value honesty with empathy, and usually around a table with coffee.

Advance justice

We power nonprofits because they are helping create more **just, equitable communities**. Nonprofits leaders work beyond themselves to reshape systems that have historically withheld power, address the immediate gaps left by other institutions, and provide access to resources for all. We stand with them in a shared commitment to **social, racial, and economic justice**; as a community development financial institution, we collaborate to give nonprofits and their constituents access to capital, resources, and ownership of their decisions.

Stay curious

In an ever-changing world, we believe **adaptability and creative problem solving** comes from always having one more question. We love to learn from each other and from our nonprofit partners, and then **generously share the insights and knowledge** we've gained. Nonprofit leaders are experts at what they do, so we're always building upon our own expertise in nonprofit finance, strategy, and governance to best support them through hard decisions, life cycle pivots, and ecosystem shifts.

Have fun

We **embrace joy** and **emit optimism**. This means honoring mission moments, celebrating wins and brave decisions, equipping courageous leaders and standing by them, and bringing enthusiasm and a sense of humor to our relationships and work. We take the long view and surround ourselves with people and partnerships who make us smile and help us imagine the world we're working toward.