



Propel Nonprofit's mission is to fuel the impact and effectiveness of nonprofits with guidance, expertise, and capital. This mission is in service to a vision of a diverse network of mission-driven nonprofits building a healthy, vibrant, and more just community.

To help us drive this mission in the nonprofit community, we are searching for a **Loan Fund Director**. This role fulfills our mission by providing strategic direction, management, and oversight of the loan fund program to support Propel's vision, mission, values, and strategic priorities. The Director will lead the lending program with a commitment to counter inequitable access to and distribution of capital in the community. As a member of the Leadership Team, the Director will participate in organizational strategy and planning and ensure integration of lending programs with other program activities.

The ideal candidate for the role of Loan Fund Director should be a strategic, cross-functional thinker with a strong desire to move towards implementation and action. In addition to a commitment to our mission, vision, and values, this person must have a demonstrated commitment to diversity, equity, and inclusion in action.

We are looking for someone who can communicate and develop relationships with a wide variety of people, both internal and external. Someone who is dedicated to organizational management with the ability to coach, supervise, and motivate staff.

**Main responsibilities for the Loan Fund Director role include, but are not limited to:**

***Program Strategy and Leadership***

- Lead program and product development and evaluation to support mission and strategic priorities and respond to needs and opportunities in the community.
- Establish annual goals, workplans, and budgets in support of organizational strategies and priorities. Actively manage towards those goals, and regularly communicate progress, opportunities, challenges, and obstacles.
- Develop and maintain practices and processes to ensure mutual and trusting relationships with clients and among staff members.

***Supervision and Staff Development***

- Provide supervision, guidance, and coaching to team of six lenders and loan fund staff to achieve organizational mission and goals, support a healthy working environment, and embody organizational values.
- Foster and support mutually trusting team relationships in a hybrid work environment.

- Provide or arrange for training for each team member to develop skills and knowledge for job performance and to support ongoing professional development.
- Manage hiring, performance management, and other human resource processes in accordance with organizational policies and practices.

### ***Loan Fund Management***

- Lead development and implementation of loan policies and procedures to support mission and strategic priorities.
- Develop and maintain systems and processes to build and support capacity to carry out program activities and achieve annual and long-term goals. Assure oversight and monitoring of policies and procedures to maintain loan fund stability.
- Coach and assist loan fund staff as needed with loan inquiry review, underwriting and structuring, loan closings, and managing client situations, legal issues, or conflicts.
- Support Loan Committee as staff liaison and manage onboarding, training, and periodic assessment of committee composition.
- Partner with CFO to maintain healthy condition of the loan fund including cash flow and forecasts, audits, and the annual Aeris review process.
- Partner with Development Director to respond to opportunities with potential investors and grant funders and oversee processes for required reporting to CDFI Fund, corporate and foundation funders.
- Stay abreast of information, emerging issues, and trends that are relevant to the loan fund program.

### ***External Relationships***

- Partner with marketing and communications staff to promote loan fund visibility and outreach and business development goals.
- Develop and build relationships in the community to support partnerships, referrals, and collaboration to support mission and strategic priorities.

### ***Leadership***

- Participate as member of Leadership Team in organizational planning, budgeting, and management.
- Collaborate in program and organizational evaluation and learning.
- Other duties as assigned or required to meet organizational needs.

### **Required Skills, Abilities and Attributes for the Loan Fund Director role includes:**

- 5+ years' experience in a role involving lending in community development lending, banking, or a public agency program.
- 2+ years in a management or leadership role including supervision of staff.
- Mastery of financial concepts and use of analytical tools.
- Commitment to and previous involvement with nonprofit organizations, whether as a member of staff, board of directors, or in an advisory capacity.

**We offer excellent compensation and benefits, to include:**

- Annual salary range of \$90,000 - \$115,000 per year DOE
- 32 PTO Days per calendar year (prorated your first year)
- 12 personal holidays per calendar year (prorated your first year)
- Cell phone and internet reimbursement
- \$500 annual home office reimbursement
- Flexible work schedule in a hybrid work environment
- Health Insurance
- Dental Insurance
- Health Savings Account
- Health and Dependent Care Flexible Spending Accounts
- Basic and Supplemental Term Life Insurance
- Long Term Disability
- Short-Term Disability
- Voluntary Vision Plan
- 403b Retirement with Match

**Location**

Based at Propel's office in Northeast Minneapolis. Propel staff work in a remote/office hybrid environment with an expectation of working in the office at least one day per week.

**Accommodations**

We recognize that qualified applicants will include a range of people who will each require different support in order to be successful. Propel is 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.

**COVID-19 Vaccinations**

Propel Nonprofits is a mandatory vaccination workplace, with proof of vaccination required as a condition of employment. Employees may request an exemption from this policy due to a medical reason or a sincerely held religious belief. Reasonable accommodations may be granted where they do not cause Propel Nonprofits undue hardship or pose a direct threat to the health and safety of others. New employees must be fully vaccinated or be granted an accommodation prior to beginning employment.

**To Apply**

Interested candidates should send a cover letter and resume by Sunday, August 21, 2022, to [hire@propelnonprofits.org](mailto:hire@propelnonprofits.org). Please use the subject line "Loan Fund Director 2022"

## **Questions?**

Interested candidates are invited to schedule a call with Kate Barr, President & CEO, to discuss any questions about the position, qualifications, or organization. Times are available from August 16<sup>th</sup> – August 21<sup>st</sup>. [Schedule here](#). (A pre-application call is not required to apply.)

## **ABOUT PROPEL NONPROFITS:**

Propel Nonprofits is an intermediary organization and federally certified community development financial institution (CDFI). We provide capacity-building services and access to capital to support nonprofits in achieving their missions including the ability to link strategy, governance, and finance and to support nonprofits through their organizational lifecycle.

Propel Nonprofits was formed by the January 2017 merger of Nonprofits Assistance Fund and MAP for Nonprofits. The two organizations came together to create a larger entity that offers a holistic approach to services that meets a larger set of nonprofit needs, including the ability to more closely link strategy, governance, and finance. The merged organization has a growing 32-person staff working collaboratively to support nonprofit clients, develop and deliver excellent programs, and grow a healthy organization.