



JOB DESCRIPTION
Executive Director, Nonprofit Loan Fund

Position	Executive Director
FLSA Status	TBD
Reports To	Board, Nonprofit Loan Fund of Tucson and Southern Arizona (NPLF), a support organization of the Business Development Finance Corporation (BDFC).
Organization Profile	NPLF exists to attract and provide resources through loans and technical assistance to enhance and empower nonprofit and for-profit businesses working in underserved communities throughout Arizona. NPLF drives positive change through strategic and collaborative approaches to community economic development.
Position Purpose & Overview	In partnership with the Board of Directors and the President/CEO of BDFC, design and implement the organization’s strategic direction consistent with its nonprofit mission and vision and with its responsibility as a US Treasury Certified Community Development Financial Institution (CDFI).
Duties & Responsibilities	<ul style="list-style-type: none"> • Work with board to attract both equity and lending capital from local and national sources to meet the growth and self-sustainability targets for the organization. Directly cultivate and maintain relationships with donors and investors providing both operational and lending/equity funding. • Oversee the CDFI relationship and responsibilities to ensure adherence to CDFI Fund certification and grant requirements. Directly or through contractors, apply for CDFI grants as well as grants from other government agencies, banks, or foundations that fund CDFIs and economic development initiatives. • Meet with prospective borrowers to guide them through the loan process and recommended loan structure and forward loan applications for credit review for those borrowers who appear to be qualified, or recommend other resources or technical assistance for borrowers not yet qualified. Coordinate with BDFC staff throughout the underwriting process and communicate key issues to borrower. • Network with traditional and alternative lenders, as well as public and private sector funders locally and nationally to fund projects larger than can be done with NPLF’s own lending limits but consistent with mission and CDFI certification. • Maintain relationships with current and past borrowers, donors, investors and key constituents as appropriate. • Market the products and services of NPLF through in-person meetings, presentations, attendance at events, electronic and print marketing to keep organization top-of-mind with current and potential borrowers. Oversee work

	<p>of marketing consultant to develop and implement annual plan for communicating success stories and impact to borrowers, donors, investors and other key constituents.</p> <ul style="list-style-type: none"> • Provide key input to Board Chair and other board members. Help facilitate board meetings, help schedule and attend all committee meetings. • Review monthly financial reports, draft annual budget for review and approval, monitor liquidity, and do other financial analysis as needed to monitor performance or for strategic decision making.
Qualifications	<p>The successful candidate will be a self-motivated professional with a minimum of ten years' experience in lending, non-profit finance, economic development and/or the CDFI industry. While working both independently and as part of a team, the Executive Director will coordinate the roles of partner agency staff, contractors and volunteers.</p> <ul style="list-style-type: none"> • B.A., B.S. or Master's Degree in Business Administration or Public Administration or related field. • Competency with finance, and an understanding of loan underwriting and risk management concepts, systems, and practices; • Ability to communicate financial concepts to potential borrowers; • Demonstrated verbal and written communication skills and ability to communicate effectively to different constituencies; • Demonstrated commitment to the nonprofit or low-moderate income sector(s) with prior professional or extensive volunteer experience; • Exceptional organizational and management skills, including the ability to manage multiple projects on time and on budget; • Ability to make clear and persuasive written and oral presentations; • Ability to produce exceptional quality work as part of a team and successfully manage relationships with diverse clients and constituents;
General	<p>The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this job. This is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel incumbent in this position.</p>
Americans with Disability Specifications	<p><u>Physical Demands</u> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision,</p>

	<p>distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.</p> <p><u>Work Environment</u> Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is usually not exposed to weather conditions prevalent at the time.</p> <p>The noise level in the work environment is usually moderate.</p>
At Will Relationship	This document does not create an employment contract, implied or otherwise, other than an “at will” relationship which means that either you or NPLF may terminate the relationship at any time, with or without notice, and with or without cause.
Last Updated	July 9, 2018

NPLF is a Supporting Organization of the Business Development Finance Corporation.
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