

DIRECTOR OF LENDING

Somerset, KY

The Southeast Kentucky Economic Development Corporation (SKED) is seeking an individual to lead the growth of its SBA 504 loan fund and its in-house loan funds. The director of lending will also oversee all aspects of SKED's loan operations and manage its loan portfolio. SKED is a regional nonprofit economic development organization which provides technical assistance and small business financing to aspiring entrepreneurs and established companies.

This is a management position that requires a self-motivated individual able to work independently with little supervision, excellent communication skills, and ability to read and analyze financial statements. Qualifications include: a bachelor's degree in Business Administration, Finance or Accounting from an accredited college or university, with five years related experience.

Salary based education and experience, plus a generous retirement and healthcare benefits package. Job description listed below.

Application deadline is Feb. 19, 2018. Send a letter of interest and resume to: SKED, Director of Lending Position, 2292 South Highway 27, Somerset, KY 42501 or email to btraver@centertech.com. EOE.

POSITION: Director of Lending

Southeast Kentucky Economic Development Corporation

REPORTS TO: Executive Director

POSITION SUMMARY: The Director of Lending is responsible for leading the growth of the SBA 504 and our in-house loan funds, overseeing all aspects of loan operations and managing the loan portfolio. SKED is looking for the right candidate to grow its high-performing loan portfolio through focused strategies to become a leading small business lender. The Director of Lending leads the operations effort and is responsible for meeting goals relating to loan growth, earned revenue, and annual charge-off rates. Experience in small business lending operations, the ability to work in a high-performing team, and a desire for innovation and continuous improvement to meet social and financial goals will be critical for success.

PRIMARY TASKS:

- Manage loan program budgets and financial position
- Regularly evaluate loan portfolio and ensure loan program compliance with funder requirements through coordination with Executive Director
- Develop and manage SBA 504 and regional marketing strategies
- Work with management and loan staff to continually build sources of loan capital, improve internal processes and procedures
- Monitor and evaluate portfolio performance in terms of financial sustainability and social impact and communicate the impacts of SKED loans to organization Board of Directors
- Monitors and ensures that all loan documents, including lending and portfolio records are safeguarded and that all files and all lending records are up to date to meet government and corporate audit reviews.
- Develop new loan products, tools and processes to improve quality and efficiency of SKED lending services
- Manage lending staff, loan servicing, outreach and portfolio and occasional projects performed by consultants and interns
- Review all loans before going to loan committee and coach and train staff on loan practices as program expands, sign off on credit actions

- Make presentations to Loan Committee
- Cultivate relationships with commercial banks, credit unions, federal government, intermediary lenders and other CDFIs and CDCs.
- Coordinate with Communications Director to promote the organization's services
- Represent SKED at public meetings to advertise the 504 and other SKED lending programs
- Participate in the annual business lending marketing plan
- Coordinate with the Communications Director for press and advocacy related to business development and lending
- Devise strategies for incentives for balancing loan production and with loan performance
- Direct compliance activity and reporting to funding agencies
- Exercises good judgment in all aspects of the duties and responsibilities associated with this position. Demonstrate professional, considerate, cooperative and constructive attitudes and behaviors when working with other staff members, loan clients, Board members and the general public
- Maintains the confidentiality of agency, client and staff information
- Participates in projects as needed to accomplish overall SKED goals and strategies
- Must travel to meet customer, to network and meet with corporate office lending staff

QUALIFICATIONS:

- Proof of Bachelor degree in Business Administration, Finance, Accounting, Economic Development or related field
- At least seven years of direct business lending, servicing, closing and workout and restructuring experience, ideally a commercial bank or CDFI. NOTE: (No mortgage experience can be substituted for commercial lending experience.)
- Seven years or more of SBA program administration knowledge
- Two years of management experience
- Strong grasp of community economic development best practices, tools and operations
- Significant loan administration and underwriting experience preferred
- Hands on experience working with small business owners

- Ability to establish and maintain effective working relationships with co-workers, customers, lenders, other agencies and the general public
- Demonstrated commitment to working with low wealth community and culturally sensitive
- Exceptional written and oral communications and interpersonal skills
- Strong time-management and multi-tasking and organizational abilities

COMPENSATION:

Salary level is determined upon qualifications. SKED offers a robust benefits package including health, employer retirement program, annual paid time off, disability insurance and paid holidays.