



POSITION: Director of Lending

STATUS: Full-time, Exempt

REPORTS TO: Chief Financial Officer

DIRECT REPORTS: Loan Officer Manager, Technical Assistance Manager, Business Development Officers

DUTIES/RESPONSIBILITIES:

The Director of Lending is an executive level position responsible for leading MWF's lending and technical assistance programs to LMI, people of color, and women entrepreneurs. This position will oversee the deployment of loan capital up to \$50,000 per loan, develop technical assistance engagements and programs to prepare applicants to obtain a loan and for loan clients to assure success of their business and repayment of their loans with MWF. These initiatives will be aligned with MWF's mission and strategic plan. This position develops strategies to ensure that targets for capital deployment and programmatic impact are met. The Director of Lending collaborates with the CEO to develop and cultivate key partnerships for MWF.

ESSENTIAL JOB FUNCTIONS:

- Oversee implementation of strategies to develop a strong pipeline of qualified loan clients and loan capital.
- Manage and lead all aspects of the MWF lending cycle (e.g., business development, technical assistance, and underwriting)
- Deploy loan capital that aligns with MWF's mission and strategic plan goals.
- Assure MWF is meeting best practices for policies and procedures in lending.
- Oversee technical assistance services that address the needs of potential and current loan clients that are aligned with MWF's and strategic goals and focused on timely repayment of loans.
- Review loan applications to assure they meet MWF standards and targets for risk, diversity of geography, ownership and industry and comply with MWF's CDFI target populations.
- Assist in the annual lending budget, create and monitor staff performance goals throughout the year.
- Represent MWF at conferences with CDFI industry peers, investors, borrowers and other partners and stakeholders and help develop strategic relationships.
- Serve as principal advisor to CEO, CFO and Board of Trustees on issues associated with lending strategies, credit risk management, and all CDFI activities.
- Participate in executive level discussions and in making recommendations regarding lending policy decisions.
- With the CFO, be responsible for the overall health of MWF's loan portfolio, including developing and implementing risk mitigation strategies that address troubled loans and manages data tracking systems and processes.
- Lead and manage high-functioning lending and program teams to meet loan capital and program goals.
- Support training and professional development of lending and program staff to provide opportunities to build skills and experience.
- Liaison to and oversee the preparation of the loan committee meetings

QUALIFICATIONS:

- At least 3 years in a managerial role, preferably at a CDFI or as a Commercial Lending Manager
- At least 5 years of demonstrated experience in lending and community development finance.
- Deep commitment to the mission and values of MWF.
- Supervisory and team development experience with a successful track record of inspiring mission-driven teams to achieve results.
- Strong interpersonal skills, and ability to work effectively with staff, borrowers, board members, communities/organizations, financing institutions, governmental agencies, and others who contribute to MWF's mission.
- Exceptional project management skills with sound time management and organizational skills, an ability to coordinate complex activities and prioritize competing demands and deadlines.
- High level of analytical aptitude along with strong problem-solving skills in support of sound decision-making.
- Possess exceptional written and verbal communication skills and the ability to serve as a compelling representative of the organization with a variety of stakeholders.
- Resourcefulness, with the ability to deliver results in an entrepreneurial, dynamic environment.
- Experience in credit risk management.

EDUCATION:

- Degree in business administration, Finance, Accounting, or related field, or equivalent combination of experience and education. Master's degree preferred.

COMPENSATION:

- Salary will be commensurate with the skills and experience of the selected candidate.

WORK ENVIRONMENT/CONDITIONS:

- This is a hybrid position.
- The position may require some irregular hours, such as overnight, weekends, etc.
- As a statewide position, some travel throughout Michigan will be required.

The Successful Applicant will possess the following Characteristics:

- A creative and innovative strategic thinker
- Leader who inspires and motivates staff and stakeholders, supports positive organizational culture, and exemplifies key organizational values.
- Commitment to building and maintaining diverse, equitable, and inclusive internal and external relationships.
- Self-starter who is able to work independently, take initiative, and be adaptable to changing demands

Michigan Women Forward does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law.

MWF is a community development organization whose mission is to expand economic opportunity, empower the next generation, and celebrate and honor the accomplishments of Michigan women.