

COMMUNITY ENTERPRISE DEVELOPMENT SERVICES (CEDS)

Job Description: Loan Manager

CEDS Overview: [CEDS](#) is a non-profit impact investor firm whose mission is to support the American Dream of financial self-sufficiency, by assisting refugees, immigrants, and low to moderate income Metro Denver residents who desire to own or strengthen businesses, develop assets, and empower themselves financially. CEDS is a qualified SBA Intermediary Lender and a Community Development Financial Institution (CDFI) that's facilitated over \$1.4 million of investment capital into the local community and has served nearly 300 refugees and asylees in developing financial assets through a savings-to-grant matching program.

Main Duties and Responsibilities: The Loan Manager is responsible to manage and run the MED loan program, which entails processing and underwriting loan applications, developing client relationships, monitoring collections and provide Training and Technical Assistance (T/TA). The Loan Manager is also responsible for contributing to the strategic direction of CEDS, which includes assisting with business development, designing new funding opportunities and writing proposals.

Key Duties and Responsibilities:

- **Outreach & Marketing:** Represent CEDS at community outreach events, including hosting a table or trade booth at festivals, presenting to diaspora organizations, business associations, etc. Present information on CEDS and explain our products to target stakeholders to develop customers and the brand. Identify and engage organizations whose clients and stakeholders might benefit from CEDS services to expand the diversity of the borrowers and businesses in the loan portfolio.
- **Client Intake & Loan Package Assembly:** Manage the entire loan application process, and ensure tracking and reporting are done on a timely and professional basis. Assess applicants for eligibility and assist them in completing application documents. Ensure proper record keeping of loan files (for both applicants and clients). Assess application completeness and accuracy, determine additional information needs and perform the requisite due diligence, e.g., site visits and reference checks.
- **Loan Analysis & Presentation:** Manage the underwriting process. Analyze and score loan packages in terms of business viability, credit/character, collateral, owner's equity and experience. Perform and ensure that all external analysis has been performed on the applicant (e.g., running credit scores, OFAC checks, conducting reference checks). Provide T/TA to clients to strengthen their packages, as needed. Take loans through internal staff review and ultimately present loans to the Loan Review Committee.
- **Training & Technical Assistance:** Manage T/TA process to ensure that applicants and clients are receiving assistance that meets their needs and helps their businesses grow. Maintain and expand the network of expert T/TA providers that can assist CEDS borrowers, and develop a contract and/or Memorandum of Understanding with providers, as needed.
- **Strategic Partnerships:** Coordinate with other Metro Denver Community Development Financial Institutions (CDFIs) that have microenterprise programs, in order to continue the development of a shared platform for T/TA services for both borrowers and staff of these organizations.
- **Financial Analysis:** Monitor the financial health of the CEDS loan portfolio through routine reporting. Coordinate efforts to remedy non-performing loans that might include restructuring, defaults, write offs, and assuming possession of borrower collateral.

- **Business Development:** Review new financial products and opportunities related to CEDS's mission and strategic plan, and make recommendations to the Executive Director for possible new programs and partnerships. Support the Executive Director in developing those partnerships and opportunities, such as communicating with partners, designing new financial products and the supporting processes, drafting binding documentation to institute new opportunities and/or drafting materials to ensure successful implementation of such opportunities (e.g., marketing materials, manuals, forms, templates).
- **Report Preparation & Submission:** Prepare and submit all required reports to funders and Executive Director. Manage the report submission process to ensure quality, accuracy and timeliness of reports. Ensure the proposed report timeline accounts for data collection and internal reviews.
- **Other Duties:** Perform other duties as assigned by Executive Director. May be called upon to manage loan staff. Work collaboratively with colleagues to ensure CEDS is a success.

Qualifications:

- B.A. or B.S. degree with a preference for degrees in Finance, Economics, Accounting, Business Management or related field. Master's degree is preferred
- A minimum of five years of experience in commercial underwriting, impact investing, finance, business consulting, business development and/or community-based development. Experience may be domestic or international
- Experience in developing a T/TA plan, which includes developing and refining T/TA approach, curriculum and materials, as well as delivering trainings and/or consulting businesses
- Strong financial analysis skills including understanding the linkages between the various financial statements and a proficiency in Excel
- Ability and experience to work with low income individuals of wide-ranging cultures and backgrounds
- Excellent interpersonal and problem-solving skills
- Ability to speak more than one language a plus
- Proficiency with MS Office Suite (Word, Excel and PowerPoint). Experience with DownHome Solutions, Equifax and Credit Builder is preferred
- Proactive, professional and hardworking with strong organizational and analytical skills

If interested, please submit a resume and cover letter to info@cedsfinance.org with "Loan Manager" in the subject line.