



## We're Seeking a Lending Relations Manager!

TIME: 30 - 40 hours per week  
COMPENSATION: \$24 - \$26/hour plus benefits  
STATUS: Non-Exempt  
REPORTS TO: Executive Director

### POSITION OVERVIEW

Join a team of individuals committed to improving the local economy and helping businesses in Mendocino and Lake Counties grow. Since 1995, EDFC has been committed to supporting equity, sustainability, and innovation through our loan programs.

We are seeking a dynamic and motivated individual to fill the position of Lending Relations Manager. This team member will be responsible for promoting EDFC's loan programs in the community, developing new loans, and maintaining relationships with existing clients. This position can be home-based in Mendocino or Lake County. A presence in EDFC's Ukiah office on Tuesday mornings is required.

### DUTIES AND RESPONSIBILITIES

#### Outreach

- Promote EDFC loan products and services through direct outreach to start-up and existing business owners
- Develop and maintain organizational relationships with bank partners, technical assistance providers, and other organizations.
- Represent EDFC at community/public events
- Deliver intro presentations to help potential borrowers understand business credit and loans

#### Loan Origination & Packaging

- Respond to loan inquiries and referrals in a timely manner
- Cultivate new loan clients
- Work with borrowers to determine their lending needs and eligibility for EDFC loan programs
- Assist prospective borrowers with preparing loan applications

#### On-Going Relationship Management

- Maintain regular contact with existing clients to monitor loan performance and report to the executive director on loans that need additional support
- Work with the executive director and operations manager to implement pro-active solutions to support clients who may be struggling with their loan

Other duties as assigned to support the implementation of EDFC's goals and mission. Occasional evening and weekend hours will be required.

## QUALIFICATIONS

- Must be able to track and report on weekly performance and targets
- AA in Business or related field plus of 5 years of experience working in banking, business, marketing, and/or sales or a BA and 3 years of work experience.
- Must have a valid CA Drivers' License, reliable vehicle, proof of car insurance, and be willing to regularly travel to rural and remote communities in Mendocino and Lake Counties (mileage will be reimbursed at the standard federal mileage rate)
- High level of professionalism and the ability to work with a broad spectrum of individuals including low-income individuals, bankers, and business leaders.
- Basic understanding of credit and borrowing
- Excellent verbal, written, and interpersonal communication skills (bilingual highly desired)
- Ability to work remotely as part of a team
- Fluent Proficient in the use of social media and Microsoft Office
- Lending experience, formal credit training, and/or experience working with self-employed individuals and small business owners a plus.

## TO APPLY

Interested candidates should email a resume and a thoughtful cover letter outlining your qualifications for the position to [diann@edfc.org](mailto:diann@edfc.org) with "Lending Relationship Manager" in the subject line. Applications received by July 15, 2019 will be given first preference.

*All programs and employment positions of EDFC are open to all members of the community, without regard to race, color, creed religion, national origin, sex, age, marital status, sexual orientation, economic status, or disability.*

*The Americans with Disabilities Act of 1990 protects the rights of people with disabilities to equal employment opportunities. Arrangements will be made if you have a disability that requires an accommodation in completing any part of the employment process. A request for an accommodation will not affect your opportunities for employment. It is your responsibility to make your needs known. Call (707) 234-5705*