



POSITION DESCRIPTION

Director of National Lending

Mission and Organizational Background

The mission of First Children's Finance (FCF) is to grow the supply and business sustainability of excellent child care. Founded in 1991, FCF provides business and financial assistance to business owners and leaders in the field of Early Care and Education (ECE). In addition, FCF works at the intersection of child care and economic development and promotes private sector engagement and investment in the business of child care. FCF is a national nonprofit organization headquartered in Minneapolis that provides business development programs and/or financing to ECE providers in multiple states, with regional offices in three: Minnesota, Iowa and Michigan. For more information, see the First Children's website at: <http://www.firstchildrensfinance.org>

Purpose

The purpose for the position of the Director of National Lending is to build, manage, and grow the lending department at First Children's Finance (FCF). This is done by aligning a strong lending program with FCF business development programs. The Director will develop, manage and promote lending and technical assistance programs.

The Director accomplishes his/her purpose through the following responsibilities:

Responsibilities-

Loan Fund

- Market and grow loan fund operations and portfolio
- Lead capital and operation resource development activities for the loan fund
- Develop and maintain effective relationships with government agencies, banks and other external partners to continuously support and invest in FCF
- Develop and implement new products and initiatives
- Ensure compliance with FCF credit policies and underwriting practices
- Oversee loan servicing results and report on actions to address performance concerns

Organizational Development

- Work with CEO on local, state and national policies and systems that increase access to capital for facilities and technical assistance
- Promote and develop FCF presence on a national level
- Build and nurture strategic system partnerships with CDFI's, stakeholders, and allies both in state and nationally
- Work internally with FCF supervisors and related staff to coordinate loan fund responsibilities to ensure consistent client experiences, technical assistance, and program standards
- Partner with other FCF directors on fund development
- Coordinate marketing actions with FCF field staff in to drive lending opportunities

Experience

Required Experience:

- Experience in the CDFI industry which includes; relevant experience in underwriting and financial analysis, funding of low-income, and community development activities
- Proven track record of the development and implementation of key fundraising strategies, including experience with cultivating relationships with private, corporate, and public funders, government, and individual donors to secure capital and operational funding
- Demonstrated ability to plan and manage new program development
- Minimum of 5 years executive director/executive management, preferably in a nonprofit/CDFI organization
- Demonstrated ability of working with diverse populations in a variety of settings
- Proficiency in Microsoft Office; Excel, Word, PowerPoint, and Outlook
- Experience with SBA Community advantage and Microloan programs preferred

Preferred Experience:

- Experience with real estate development
- Experience with the child care/early childhood education industry
- Experience starting and managing programs across multiple states

Skills

Ability to:

- Think strategically and plan regionally while implementing at a tactical level
- Model a positive image of First Children's Finance at all times, and position First Children's Finance as thought leader in the ECE market space
- Work collaboratively with FCF clients, systems partners, staff, and stakeholders
- Effective and active communication
- Work with minimal supervision, yet be a part of a team
- Read, interpret, and analyze financial statements and develop and manage budgets

Personal Attributes

This position requires an individual who is strategic and hands-on, self-motivated, collaborative and skilled in building innovative products and institutional infrastructure.

One who demonstrates personal leadership and is:

- A strategic thinker, detailed planner, as well as effective at implementation
- Creative, innovative, flexible, entrepreneurial
- A team player, partner, collaborator and networker
- Energetic, enthusiastic, with a can-do attitude
- A systems thinker that is able to maintain a big-picture focus while attending to detail
- Organized, a self-starter, and a multi-tasker

Education

- A bachelor's degree (or higher) in business, organization development, planning, communications, finance, or a related field is required

Reports To: CEO, Gerald Cutts

Status: Full-time; Exempt

Salary and Benefits: Salary is competitive with excellent benefits that include medical, dental, life, ADD, and disability insurance; holidays and paid time off; and professional development.

To Apply:

Email your application materials (to include resume and cover letter) to:

FCFaccounting@firstchildrensfinance.org. **Application deadline: Open till filled.**