



Job opening: Revolving Loan Fund Manager
Illinois Valley Community Development Organization (IVCanDO)
Cave Junction, OR

IVCanDO is a 501(c)(3) non-profit committed to collaborative programs and inclusive partnerships. We champion sustainable development for vibrant economic, social, and cultural conditions. For over 25 years, we've danced with the heartbeat of the Valley. We're a big-picture organization with 7 program areas that improve and change lives across communities of rural southwest Oregon. IVCanDO is committed to equal opportunity for all persons regardless of race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, or any other legally protected status.

Since the year 2000, the Revolving Loan Fund (RLF) has provided loans up to \$25,000 to emerging and growing small businesses in Southern Oregon. It features competitive interest rates, low fees and flexible terms. This position will be responsible for managing the RLF in service of IVCanDO's vision and strategy. The RLF Manager reports directly to the Executive Director and is encouraged to share a leadership role in improving services and efficiency. This position collaborates with IVCanDO staff, board, community partners, and funders. The staff member will work in a warm, respectful environment with other quality team players.

Description:

This position will act as the manager for the Revolving Loan Fund. These duties include:

- Working with potential small business loan clients and evaluating loan applications for eligibility
- Scheduling, facilitating, and documenting Revolving Loan Fund board meetings
- Managing paperwork process on loan origination and collections for defaulted accounts
- Tracking and monitoring accounts through loan software
- Pulling credit reports and credit reporting
- Reviewing and updating the program's strategies and policies
- Strengthening relationships with community partners, funders, and stakeholders
- Growing the fund through grant and partnership opportunities
- Evaluating effectiveness of programs and reporting status to internal and external stakeholders
- Capturing success stories of RLF participants and working collaboratively with IVCanDO staff to share these stories in order to increase visibility & familiarity of the program

Must-haves:

- Experience managing projects with limited oversight; self-motivated
- Great communication skills (written and verbal)
- Proficient computer skills (Google Apps, Zoom)
- Solid organizational skills
- Ability to ensure high levels of confidentiality
- Excellent interpersonal skills and ability to work effectively with others

Other skills that are beneficial:

- Understanding contracts, especially government contracts
- Nonprofit experience
- Experience managing loans
- Small business background

Position will work up to 20 hours per week. Professional development opportunities will be available. Flexible schedule. Potential to work partly from home. Pay is \$18-20 per hour.

This position will be open until filled. Applicants are encouraged to submit a resume by July 26th, 2023 to lindseyjones@ivcdo.org. Questions can be directed to Lindsey Jones at 816-769-7287.