SOUTHEAST RURAL COMMUNITY ASSISTANCE PROJECT, INC. (SERCAP)

Job Opening – SERCAP Loan Fund Manager

Job Title: Loan Fund Manager
Department: Loan Fund
Location: Roanoke, VA
Salary: $45,000 per annum
Job Type: Full-time

Do you have a passion for helping others and a solution-oriented mindset that motivates you to address client challenges in meaningful ways? Do you enjoy collaborating in a team environment? If so, join the team at Southeast Rural Community Assistance Project, Inc. (SERCAP).

SERCAP is a 501(C)3 nonprofit organization, headquartered in Roanoke, VA, which provides water, wastewater, housing, and community development services to communities and individual in seven (7) southeastern states, including: Delaware, Maryland, Virginia, North Carolina, South Carolina, Georgia, and Florida. SERCAP’s mission is, to improve the quality of life for low-income individuals by promoting affordable water and wastewater facilities, community development, environmental health, and economic self-sufficiency. SERCAP strives to accomplish its mission by providing training, technical, and financial assistance to both rural communities and low-income individuals for water, wastewater, housing, community development, and economic development needs.

SERCAP positively impacts the communities and individuals it serves by providing them with reliable access to clean, safe drinking water; environmentally sound wastewater solutions; affordable housing that is warm, safe, and dry; and support for community and economic development projects. These activities improve environmental health, economic self-sufficiency, and overall quality of life. SERCAP’s successes include: assisting overlooked communities to connect to public water systems, providing financial resources (both grants and loans) that allow low-income clients to remain in their homes, and providing rural communities with environmentally sound wastewater facilities. To learn more about SERCAP programs and services, visit the agency’s website at www.sercap.org.

SERCAP is the ideal workplace for an individual who is driven by the agency’s mission, and dedicated to serving the community.
Job Description

The Loan Fund Manager will lead growth and innovation in the Loan Fund Program, while positively impacting low-to-moderate income (LMI) households and community members. SERCAP’s Loan Fund Manager oversees loan origination, underwriting, marketing of the Loan Fund Program, and prepares and reviews loan applications during the underwriting process.

The Loan Fund Manager reports to the Director of Housing and Community Development, and supervises the Loan Fund Coordinator and Program Assistant.

Duties & Responsibilities:

- Supervise the daily work of staff in the Loan Fund program.
- Manage and achieve the goals and objectives of the Loan Fund Program.
- Package, process and close mortgage loan applications such as USDA 502 & 504 loans.
- Ensure all loans comply with programmatic and administrative regulations and the laws.
- Review loan applications for deficiencies, clarity, and technical soundness and prepare loan applications for review by the internal and external Loan Review Committees.
- Create and maintain tracking devices for loan inquiries, applications and borrowers.
- Track loan payments, mail reminders of loan payment notices and take loan payment check to the bank.
- Arrange Loan Review Committee meetings, as well as site visits for projects.
- Maintains loan files and assist with the agency audit.
- Prepare funding reports and board committee reports in regard to Loan Fund Department.
- Research funding sources and assist with writing proposals for operating grants, capitalizations, certification and other requirements.
- Analyze, compile and generate historical statistical data to support proposals and reports.
- Works closely with all SERCAP lending partners.
- Make presentations at workshops, conferences & meetings as necessary to market the program.
- Perform housing inspections for SERCAP’s Multifamily Housing properties.
- Prepare contractors documents, legal payables and other department payables.
- Perform other duties as needed and directed by the Supervisor or CEO.

Experience and Qualifications

The ideal candidate will be a go-getter who quickly grasps new concepts, thinks outside the box to provide innovative solutions, and inspires action in order to successfully lead a team.

Education:

- A degree in Business Administration or related field of study with emphasis in marketing, communications, finance, accounting, or banking.
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Skills:

- Able to establish a rapport with a wide variety of individuals.
- Capable of working with minimum of supervision.
- Highly detail oriented.
- Able to multi-task while still preserving the accuracy and integrity of work products.
- Skilled in the use of computers with an emphasis in word processing and spreadsheets.
- Good written and oral communications skills.
- Strong innovation and problem-solving skills.

Experience:

- Five (5) years of applicable experience in the commercial lending or community development fields, and experience in mortgage lending, *(Education may be substituted for experience).*
- Experience in rural environments with an emphasis in water management, housing, economic development or other community/economic development environmental issues.
- Supervising and leading a team – Monitoring performance and mentoring staff members.
- Some experience in advocacy for rural communities is useful.

Required Qualifications:

- Underwriting and Originating Small Business Loans – Work with prospective loan applicants (nonprofits, individuals, and public entities), by assisting with the structure of their requests for capital, and negotiate loan terms.
- Loan Servicing – Assist the Loan Administration team by monitoring projects through the development process.
- Finance – Participate in research teams to identify financial needs in rural communities.
- Marketing – Market Loan Fund to existing and potential clients.

Preferred Qualifications:

- Underwriting community development loans
- Delivering training - Design and deliver individual or group presentations at conferences and workshops.
- Soliciting new investments - Identify resources for capital investments.
Additional Requirements:

- Ability to work full-time during normal business hours, which are Monday-Thursday 8:00 a.m.-5:00 p.m. and Friday 8:00 a.m.-12:00 p.m.
- A valid driver's license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of SERCAP corporate liability policy may be required when traveling for business purposes.
- Ability to travel 25% - 50% of the time, throughout SERCAP's seven-state region. Unscheduled and frequent travel is required, including overnight travel.

Benefits:

In addition to working with dedicated team members, employees have access to the following benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Retirement Plan
- Paid Time Off

EEO Statement:

SERCAP is an equal opportunity employer and does not discriminate or allow discrimination on the basis of race, color, religion, gender, age, national origin, citizenship, disability, veteran status, or any other classification protected by federal, state, or local law.