



**Position Title:** Regional Revolving Loan Fund Manager - Mountain Plains Regional Native CDFI Coalition  
**Reports To:** Director of Lending  
**Job Level:** Exempt  
**Supervises:** None  
**Salary:** \$55,000 - \$75,000  
**Hours:** Full time

**Location:** Remote or Hybrid (Must live in the Mountain Plains Region of SD, ND, WY, MT)

## ORGANIZATION BACKGROUND

Four Bands Community Fund (Four Bands) is an equal opportunity lender and employer. Four Bands mission is to create economic opportunity by helping people build strong and sustainable small businesses and increase their financial capability to create assets and wealth. We have a highly motivated staff that works together as a team to support financial empowerment and to grow jobs and the economy of Native communities by expanding privately owned local businesses.

Four Bands and eight other Native CDFI partners have recently come together to create the Mountain Plains Regional Native CDFI Coalition's Regional Revolving Loan Fund. This inaugural \$22M revolving loan fund will support small business owners in South Dakota, North Dakota, Wyoming, and Montana. The Mountain Plains Regional Native CDFI Coalition will ensure the majority of the capital reaches the hands of Native entrepreneurs by building on the existing community lending efforts and networks across the region, in partnership with the Economic Development Administration (EDA).

## POSITION SUMMARY

The Regional Revolving Loan Fund Manager will be responsible for overseeing the Coalition's Regional Revolving Loan Fund. The Regional Revolving Loan Fund Manager leads the operations effort and is responsible for meeting goals relating to loan growth, earned revenue, and economic impacts. The Regional Revolving Loan Fund Manager, in coordination with the Regional Loan Committee, is responsible for all day-to-day activities associated with monitoring the regional pipeline and maintaining the revolving loan fund's financial health.

## DUTIES AND RESPONSIBILITIES:

1. Creates and manages the Regional Revolving Loan Fund Committee including all Committee meetings (virtual and in-person), communications, and convenings. Responsible for codifying Committees' best practices and sharing out amongst the group and more broadly, including reporting to funders on Committee activity.
2. Responsible for day-to-day operations of the Regional Revolving Loan Fund including, but not limited to, the following:
  - a. Ensuring that the Fund and all loans associated with the Fund, comply with all EDA rules and regulations.
  - b. Developing systems and leveraging technology to track and manage loan committee pipeline, disbursements, repayment and communication.
  - c. Facilitates presentation of loan packages to the Committee and ensures that all loan packages, and applications within, have gone through the Committee's approved process and that all packages have required materials and documentation.
  - d. Facilitates correspondence and back and forth between the Committee, EDA and individual loan packages/disbursements.
  - e. Facilitates knowledge sharing and best practices amongst Native CDFI Partners.
  - f. Develops and conducts quarterly risk analysis on the portfolio and makes recommendations to the Regional Committee on future portfolio management strategies.
  - g. Provides recommendations for revolving loan fund policy changes on a semi-annual basis, or as needed, to the Regional Committee. Presents approved changes to the Regional Loan Committee, then the Four Bands Board of Directors, and finally EDA.
  - h. Prepares supporting materials for the Committee such as proposals, applications, and reports, managing proposal packaging and/or submission.
  - i. Actively collaborates with the Committee on the development of annual relationship plans for Loan Fund investors, including identifying goals, specific tactics, and next steps for each relationship.

- j. Follows organization policies, maintains confidentiality of client information, and performs other duties related to the Regional Revolving Loan Fund as assigned by Committee and/or Four Bands Community Fund.
- k. Continuously builds skills to work together with the partners to make decisions, plan work, resolve differences, and improve performance outcomes.

## **MINIMUM QUALIFICATIONS AND REQUIREMENTS**

We are looking for someone with a shared commitment to our mission and will to embody the organizations' core values bringing a broad range of skills and experience including, but not limited to:

- Bachelor's degree required or 4 years relevant experience, including at least two years of experience with loan fund management.
- Experience managing complex programs or projects and capable of balancing multiple priorities effectively.
- Creative meeting management and group facilitation/leadership skills, including leveraging technology to facilitate effective virtual meetings
- Knowledge and experience with working with Native communities
- Exceptional attention to detail, well organized, and thorough with excellent communication and interpersonal skills
- Collaborative team player who leverages problem solving skills to resolve challenges and drive group to consensus
- Systems thinker who can use technology to optimize efficiencies in lending and communication practices

## **PREFERRED QUALIFICATIONS**

- Experience in building and nurturing networks, coalitions, or communities of practice that encompass a range of perspectives, cultures, and backgrounds.
- Knowledge and experience of micro-enterprise development, financial education, under-writing experience or experience as a loan officer
- Understanding of structural racism and the role it plays in financial institutions

This position is salaried, commensurate with experience, ranging from \$55,000 - \$75,000. Benefits include medical, dental and vision as well as a retirement plan, sick leave, personal leave, and professional development.

## **HOW TO APPLY**

Send an email to [shalyn@fourbands.org](mailto:shalyn@fourbands.org) with the subject line "Regional Revolving Loan Fund Manager – [YOUR NAME]."

In the email, please include as a single PDF attachment:

1. Your resume
2. 1 page cover letter explaining your interest in Four Bands and the position
3. Short answers to the following (<250 words):
  - o What does access to affordable capital mean to you?
  - o Provide an example that illustrates your ability to collaborate and communicate with multiple organizations.
4. In the body of the email, please copy and paste the content of your short answers and include your name, phone number, and email address.

As attention to detail is critical for success in this role, only applicants who follow these specific application guidelines will be considered.

Four Bands is an equal opportunity employer. Employment at Four Bands is based solely on a person's merit and qualifications directly related to professional competence. Four Bands does not discriminate against any employee or applicant because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or related condition (including breastfeeding), or any other basis protected by law. In keeping with that policy, Four Bands is committed to maintaining a work environment that is free of unlawful discrimination and harassment and will not tolerate unlawful discrimination against or harassment of any of our employees or others present at our facilities by anyone, including any Four Bands supervisor, co-worker, partner, or client.