

SOUTH FLORIDA REGIONAL PLANNING COUNCIL

POSITION DESCRIPTION

Position: Loan Programs Manager

Responsibilities

The Loan Programs Manager is responsible for overseeing all components in the successful operation of the Council's Loan Program and all outputs related to the management and execution of the program. This includes the Economic Development Administration (EDA), Environmental Protection Agency (EPA) Brownfields and Hurricane Wilma Revolving Loan Funds (RLF) and Southeast Florida Community Development Fund Inc. (SFCDFI), including the Urban League of Broward County (ULBC) Fund. Future opportunities may include New Market Tax Credits through the Southeast Florida Community Development Entity (SFCDE).

Duties

- Responsible for all meetings related to subject area and tracking progress of applicable projects.
- Create/maintain a program manual for use by the program team.
- Prepare letters, reports, etc. (including design, editing, proofreading and production).
- Serve as the agency spokesperson on matters relating to the loan program.
- Maintain and review the program budget expense spreadsheet monthly.
- Work with potential loan applicants to develop comprehensive loan packages.
- Conduct site visits of existing and potential borrowers.
- Develop relationships with bankers and other economic development practitioners.
- Work with finance specialist/loan processor and administrative staff on monitoring collateral and insurance records.
- Work closely with finance specialist/loan processor on collection of past due accounts.
- Work closely with Legal Counsel on defaulted loans.
- Work with finance department on reports for loans during yearly audit.
- Conduct the projects as described in the scope of work for the corresponding contract agreement.
- Manage scheduling and preparation for RLF Loan Administration Board Meetings.
- Manage scheduling and preparation for SFCDFI Board Meetings.
- Manage preparation of monthly progress reports to the Council and ULBC and to the EDA on semiannual basis.
- Market and promote the Revolving Loan Funds program throughout the three county region.

Knowledge, Skills & Abilities

- Knowledge of banking and finance procedures.
- Ability to analyze personal and corporate financial data.
- Good interpersonal, verbal and written communication skills.
- Skill in making presentations to groups.
- Knowledge of Collection and Credit procedures.

Education/Experience

- Bachelor Degree in business, finance, or accounting.
- At least 3 years of experience working in banking, finance, and loan programs preferred.