

## SOUTH FLORIDA REGIONAL PLANNING COUNCIL

### POSITION DESCRIPTION

**Position:** Loan Manager

#### **Responsibilities**

This is a “hands on” position managing multiple loan programs at the SFRPC. The Loan Manager is responsible for overseeing all aspects of the Council’s loan programs. These programs currently include the following:

- Brownfield Revolving Loan Program (RLF)
- ULBC RLF Administered by the Southeast Florida Community Development Fund, Inc. (SFCDFI)
- The Council’s RLF funded by the U.S. Economic Development Agency (EDA)

#### **Duties**

- Business development, including marketing, and customer acquisition throughout Miami-Dade, Broward, and Monroe counties
- Work with potential loan applicants to develop comprehensive loan packages
- Manage financial specialist and oversee implementation of the loan programs
- Evaluate loan packages to determine if the client should go to underwriting
- Conduct site visits of existing and potential borrowers
- Work with underwriter to identify viable loans
- Ensure compliance with disclosure, documentation, and non-discriminatory practices
- Ensure that EDA RLF plan guidelines are followed
- Actively enforce the collection of delinquent accounts through business counseling, report to credit bureaus, and coordination with legal counsel, including foreclosure
- Prepare semiannual reports to U.S. Economic Development Administration (EDA)
- Provide IRS Form 1098 annually to borrowers, as required
- Review the EDA RLF plan annually, and update as needed
- Prepare monthly progress reports to the Council and RLF Boards
- Prepare and monitor the loan program’s budget in coordination with the Finance Director
- Manage scheduling and preparation for Loan Administration Board meetings
- Create and maintain a program manual for use by staff
- Serve as the agency spokesperson on matters relating to the loan program
- Develop relationships with bankers and other economic development practitioners
- Monitor collateral and insurance requirements
- Work with finance department on reports for loans during annual audit

#### **Knowledge, Skills & Abilities**

The ideal candidate will have a strong background in the following:

- Banking and finance procedures
- Credit underwriting
- Collection and credit reporting procedures

In addition, the candidate should excel in the following skills:

- Analysis of personal and corporate financial data
- Excellent interpersonal, verbal, and written communication skills
- Excellent public speaking and presentation skills

**Education/Experience**

- Bachelor's degree in business, finance or accounting
- At least 3 years experience working in banking, finance, or economics

**Salary**

Negotiable

Interested candidates should submit a letter of interest and qualifications to [sfadmin@sfrpc.com](mailto:sfadmin@sfrpc.com).

**For additional information, please contact:**

South Florida Regional Planning Council  
1 Oakwood Boulevard, Suite 221  
Hollywood, Florida 33020  
Tel: (954) 924-3653  
[sfadmin@sfrpc.com](mailto:sfadmin@sfrpc.com)