

PLANNING AND DEVELOPMENT DISTRICT III YANKTON, SOUTH DAKOTA

JOB DESCRIPTION

JOB TITLE:	Assistant Revolving Loan Fund Manager
REPORTS TO:	District Director
SUPERVISORY ROLE:	Not Applicable
OTHER MANAGEMENT GUIDANCE:	Areawide Business Council Board of Directors
INTRODUCTORY PERIOD:	Six Months

Primary Area of Responsibility

- ❖ Assists in managing the regional Revolving Loan Fund (RLF), known as the Areawide Business Council (ABC), under the direction of the RLF Manager and District Director with guidance from the ABC Board of Directors.

Essential Job Functions

- ❖ Develops RLF operating plans and procedures, including loan application policies and underwriting standards.
- ❖ Creates application documents and processing checklists.
- ❖ Provides application materials to potential borrowers and assists applicants in understanding ABC application requirements.
- ❖ Conducts loan application processing to ensure clarity and completeness.
- ❖ Provides application materials and summaries to the ABC Board of Directors for its consideration.
- ❖ Coordinates ABC Board of Directors meetings and records decisions.
- ❖ Prepares loan documents and coordinates closings with other participating lenders.
- ❖ Processes loan related filings and legal documents to ensure ABC's compliance with regulatory requirements and fiduciary practices.
- ❖ Monitors loan accounts and communicates on a regular basis with borrowers.
- ❖ Prepares periodic reports for government agencies and internal board use.
- ❖ Provides information to auditors on an annual basis.
- ❖ Coordinates applicant and borrower interaction with Small Business Development Center and other resources, as appropriate.
- ❖ Attends conferences, meetings, and workshops as necessary to share and acquire information.
- ❖ Prepares and presents reports on ABC activities to the District III Committee, including recommendations on ABC Board of Directors nominations.
- ❖ Continually monitors RLF related programs and regulations for changes in compliance requirements or funding opportunities.
- ❖ Prepares recapitalization applications to state, federal, and other sources, as appropriate.
- ❖ Communicates with and facilitates program compliance with State, Federal, and other agencies.
- ❖ Interacts with the Finance Officer and Assistant Finance Officer regarding financial and program issues.

Other Activities

- ❖ Will support the District in additional, short-term staff assignments.
- ❖ Will travel throughout the region for loan closings and other RLF administrative duties.
- ❖ Will attend District III Committee and special purpose meetings.
- ❖ Will prepare press releases and RLF marketing materials.

- ❖ Will maintain professional relationships with area development corporations, potential lending partners, and government agency personnel.

Skills

- ❖ Must understand business financial documents, including profit and loss statements, balance sheets, and cash flow analysis.
- ❖ Must be able to communicate effectively in both written and verbal forms.
- ❖ Must have excellent math/accounting abilities.
- ❖ Must be proficient in utilizing common office software.
- ❖ Must be able to tactfully deal with a variety of people in stressful situations.
- ❖ Must be able to maintain confidential information and follow data security procedures.
- ❖ Must be able to work effectively without continuous management oversight.
- ❖ Must be able to establish and meet deadlines.
- ❖ Must be able to organize, file, and retrieve RLF data.
- ❖ Must be able to effectively present information, explain ideas, and solicit input during Board of Directors meetings.

Education/Work Experience

- ❖ AA, AS, BA, or BS in Accounting or Business Administration and
- ❖ Three (3) years direct commercial lending and financial management responsibilities or equivalent experience.

Other Essential Requirements

- ❖ Must be bondable.
- ❖ Must successfully complete the National Development Council (NDC), Economic Development Finance Certification Program, at the direction of District III, within two years of employment.
- ❖ Must have a valid driver's license and the ability to drive a vehicle for work purposes.

Certification

I hereby certify that I have read and accept the duties and obligations associated with this position. I further acknowledge that this job description does not constitute a contract or guarantee of employment.

I also understand and agree that employment with District III is for no definite period, that employment and compensation can be terminated with or without cause, with or without notice, at any time, at the option of either District III or the employee.

Date

Employee Signature