

EXECUTIVE DIRECTOR, NCRC COMMUNITY DEVELOPMENT FUND
National Community Reinvestment Coalition

The National Community Reinvestment Coalition (NCRC) is an association of more than 600 community-based organizations that promotes access to basic banking services, including credit and savings, to create and sustain affordable housing, job development, and vibrant communities for America's working families.

NCRC has established a subsidiary organization, the National Community Reinvestment Coalition Community Development Fund (NCRC CDF). This new community development financial institution will deliver loan capital to a vital and growing sector of our economy: minority- and woman-owned businesses. Targeted businesses will be located across the country in areas with NCRC member organizations, with emphasis on business based in the Washington, D.C. metropolitan region and those with a green/sustainable focus.

Position Overview:

The Executive Director of NCRC CDF will be the Fund's entrepreneurial leader, primary fundraiser, and manager. The Executive Director will report to NCRC CDF's Board of Directors and the Chief Business Officer of NCRC. S/he will be responsible for developing and refining broad strategic plans and annual work plans, setting priorities for initial lending activities, and supervising the Fund's staff. The Executive Director will be the public face of NCRC CDF at trainings, forums, press and media events, and conferences of peer organizations within the community development finance and business lending world. At the same time, as the leader of a start-up organization, functions and duties that eventually may be executed by additional personnel will be handled by the Executive Director.

Specific Responsibilities:

1. Manage office and staff

- Oversee the establishment of NCRC CDF's office
- Recruit, hire, and supervise a well-qualified and capable staff, including the Program Manager
- Ensure that customer service, loan production, portfolio and fiscal management, and reporting systems are high-quality and efficient
- Maintain a solid understanding of the different programmatic components that comprise NCRC CDF

2. Fundraising

- Develop strong relationships with current investors and cultivate relationships with potential investors to secure the capital resources and the operating support necessary to meet NCRC CDF's goals
- Establish and maintain relationships with key staff at federal agencies that support microlending and CDFIs, including the CDFI Fund at the U.S. Department of the Treasury and the PRIME program at the Small Business Administration
- Identify and pursue grant funding opportunities on a regular basis
- Communicate with investors, grant funders, and NCRC CDF's Board about the financial and operational health of the Fund

3. Product development

- Build loan portfolio based on current loan products: microloans to emerging women entrepreneurs in DC area; small business loans to minority-owned firms in DC area; small business loans to green entrepreneurs nationwide
- Develop and implement, in coordination with NCRC staff, an REO redevelopment strategy
- Create programming to ensure that borrowers receive appropriate technical assistance from NCRC CDF partners, including DC Women's Business Center and DC Minority Business Enterprise Center

Specific Objectives

During the first 12 months, the Executive Director will be expected to accomplish the following objectives:

- Establish office for NCRC CDF in DC;
- Recruit and hire key staff as needed and as resources allow;
- Achieve designation from the U.S. Department of Treasury as a federally certified CDFI;
- Increase current levels of loan production;
- Refine loan product marketing strategies and build organizational strengths;
- Launch new loan products
- Update marketing materials and operating systems as appropriate;
- Achieve positive customer responses;
- Cultivate strong relationships with investors and funders;
- Secure capital investments from at least 2 investors;
- Secure grant funding for operating costs;
- Keep NCRC CDF Board members apprised of the Fund's progress;
- Review business plan and secure board support for any proposed adjustments.

Qualifications

- Graduate degree in business, real estate development or other related field. Additional professional experience may substitute for an advanced degree;
- At least 5 years of executive-level management experience, including experience with risk management for a lending institution, experience working with government programs that assist small business lending and microlending, and extensive experience with business financing;
- Demonstrated broad knowledge of and contacts within the banking and/or the community development finance field related to small business lending and/or microlending;
- Proven track record of raising private, public and foundation capital and operating support;
- Outstanding oral and written communication skills;
- Strong strategic planning and financial analytical skills;
- Widely recognized leadership and personnel management skills;
- Reputation for creativity and innovation in achieving goals;
- Interest in working with diverse communities and organizations;
- A collaborative personal style that works in partnership with others both internally and externally;
- Clear commitment to the success of minority and women entrepreneurs.

Compensation

DOE. The salary for the position is competitive, includes comprehensive benefits package and opportunity for performance bonus.

National Community Reinvestment Coalition is an Equal Opportunity Employer.

How to Apply:

To Apply:

Please contact Frances Murray, Director of Human Resources, at hrdept@ncrc.org. Application should include cover letter, resume, and writing sample.