POSITION ANNOUNCEMENT: Loan Funds Manager (full-time)
LOCATION: BOZEMAN, MT

Prospera Business Network is the leading non-profit organization advancing and supporting community-centered economic development in southwest Montana. Our focus is helping people start and grow their businesses – in turn strengthening our region’s economy and communities. We offer entrepreneurs and business owners a comprehensive pathway to success through confidential business counseling, professional trainings, business loans, business development grants and timely economic research.

Skills and Qualifications
- A college degree and work experience in finance, accounting, credit/business analysis is required, with work in business finance and financial statement analysis preferred. Commercial lending experience is a plus.
- Knowledge of commercial lending rules, regulations and practices.
- Ability to critique business plans, accounting systems, financial statements to gauge business performance and capacity for debt repayment.
- Professional communication skills with the ability to articulate complex information to colleagues, business owners, and local financial institutions.
- Proficient computer skills and general office technology.
- Skills using computerized financial analysis programs and loan portfolio management software.
- Knowledge of collateral lien laws and procedures, including the ability to properly perfect lien positions on (homes, liquor licenses, equipment, vehicles etc.).

Summary
The Prospera Loan Funds Manager will oversee and manage several local revolving loan funds (RLF) that are used to provide “gap” financing for small businesses in our region. The position is ideally suited for a business development/commercial lender that seeks to help local business navigate current challenges and secure the financing they need to be successful. This position oversees the entire process of our commercial lending program from business and financial planning, credit presentation, underwriting, loan closing and loan servicing.

This position directly reports to the Director of Finance and has support from other program staff to ensure that all financial and loan operations run smoothly.

Loan Management and Reporting
- Work with potential borrowers to obtain financial statements and projections to prepare loan fund packages.
- Service current loans. Maintain loan records and loan loss reserves, collect business financials and tax returns, update reporting requirements, and aid individual owners as needed, including restructuring delinquent loans and working with legal counsel.
- Review completed loan applications and prepare credit presentations to present to the loan committees.
- Organize and manage the decision-making process with loan committees on new loans, including notice of public meetings with local governments, presenting requests to the Prospera Board of Directors.
Facilitate the loan closing process working with local banks, title companies, and borrowers to schedule loan closings, prepare documents, and verify necessary collateral and insurance.

After closing, ensure complete and accurate records are kept for all loan documents, and file and record proper liens and UCC filings.

Plan and implement RLF reporting in collaboration with the Director of Finance for reporting to government entities on the status of their loan fund.

Plan and secure renewals for all sub-recipient agreements with local government RLFs.

Ensure online reporting is completed to the various agencies including our local government partners, USDA, MT Department of Commerce, and others.

Keep loan files current, and other duties as assigned.

Business Counseling and Development

- Meet with businesses and be a resource for solutions and strategies for their financing and business planning needs.
- Develop and attract a new loan client pipeline: fostering and supporting new loan packages and preparing/gathering all needed information for prospective loan clients.
- Build relationships with local commercial lenders, business consultants, investors, and businesses to promote the use of our RLF programs and services.

Loan Funds and Program Support

- Help apply for additional loan funds from USDA and other government entities to expand RLF portfolio.
- Help grow and expand Prospera business membership and fundraising. Be a positive voice that promotes our work and impact to area business leaders.
- Write loan client success stories and get release waivers so their success story can be published.
- Arrange follow-up loan client photos, business check-ins to support their success.
- Other duties may be assigned and attend and support Prospera’s major events.

Work Conditions:
Prospera has a collaborative work culture that is positive, energetic, and fun. The work week is Monday - Friday 8:30 am to 5:00 pm. Most travel is local with some in-state conferences and training.

Compensation:
The position is a full-time salaried exempt position. Starting salary is $50,000 - $63,000 DOE. Benefits include 20 paid time off days, 11 paid holidays, health insurance coverage (plus dental/vision) for employee, with cash contribution to a Health Savings Account, a SIMPLE IRA with 3% match, and a monthly cellphone stipend.

To Apply:
Please apply by providing a cover letter, resume, and three professional references. The cover letter will be considered a writing sample in addition to serving as a personal introduction.

E-mail your application with “Loan Manager” in the subject line to: cmurray@prosperamt.org

Application reviews will begin immediately and will continue until the position is filled

No phone calls, please.