



## Job Opening - Loan Funds Manager (full-time)

**Posted: April 14, 2022**

**Location: In Person, In Office – Bozeman, MT**

**Salary: \$60k-\$75k DOE, with full benefits:**

- ✓ Health Insurance: 100% paid for employee (Silver, Blue Cross Blue Shield plan)
  - Health
  - Dental
  - Vision
- ✓ Plus, employer paid Health Savings Account (Silver Plan)
- ✓ SIMPLE IRA with 3% match
- ✓ 20 Paid-Time Off days (23 days after 2 Years, 26 days after 5 years)
- ✓ \*Plus, 11 Holidays
- ✓ Monthly phone stipend
- ✓ Maternity and Parental Leave
- ✓ Professional Development Opportunities
- ✓ Work/Life Balance
- ✓ Rewarding Work That Matters

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 business – in turn strengthening our region’s economy and communities. We offer entrepreneurs and business owners a pathway to success through confidential business counseling, professional trainings, business loans, business development grants and timely economic research.

### **Position 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 is a growing program at Prospera, and this position will plan and organize strategic efforts aimed at growing and strengthening our efforts to make new business loans. 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.

### **Desired Skills:**

This position will plan, organize, and implement an in-house business loan financing program and will be;

- Comfortable and enjoys building working relationships within the banking and business financing communities in southwest Montana.
- Knowledgeable and be able to navigate state and federal loan programs.
- Skilled and adaptable communication skills that can help business owners and our banking partners support our goals.
- Computer and tech savvy using websites, Microsoft operating systems and Office products. Prospera uses *Compliance One* for loan document software, *Down Home Solutions* for loan management, and *ShareFile* for file transfers.
- Skilled at creating community outreach strategies to build a pipeline of new loan clients
- A team player among Prospera co-workers and can work collaboratively in a business office setting to address issues.
- A professional and competent representative for Prospera in diverse settings.

### **Desired 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, tax returns, and 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.).

### **Job Description:**

#### **Loan Management and Reporting**

- Work with potential borrowers to obtain financial statements, tax returns, and projections to prepare loan fund packages.
- Service current loans. Maintain loan records, 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.
- Assist with identifying loan client success stories and get release waivers so their success story can be published.
- Assist with the follow-up loan client photos, business check-ins to support their success.
- Attend and support Prospera's major events.

#### **Other Duties**

- Collaborating with Prospera staff to assist clients.
- Participate in Prospera staff meeting and other important events
- Maintain administrative processes and procedures, and duties as assigned.

#### **Work Conditions:**

The work week is generally Monday - Friday 8:30 am to 5:00 pm, with some variability depending on workload and events. Standing, lifting and some moderate physical requirements (ability to lift 50 lbs.) are necessary along with a personal vehicle, valid driver's license and proof of insurance is required for work travel. This is an "in office" position based in Bozeman, MT.

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#### **To Apply:**

Email 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 Fund Manager" in the subject line to:**  
[cmurray@prosperamt.org](mailto:cmurray@prosperamt.org)

**Applications will be reviewed for immediate hiring. Position in open until filled.**