



NLF Deputy Director

JOB DESCRIPTION

The Northwest Colorado Council of Governments (NWCCOG) seeks a full-time Deputy to support the Program Director for the Northwest Loan Fund (NLF) in all aspects of operating and managing the Community-Based Development Organization (CBDO). The Deputy Director position is an Exempt (salaried) employee of NWCCOG with full benefits.

Summary:

The Deputy NLF Program Director supports the NLF Program Director in all aspects of the Northwest Loan Fund program, with primary responsibilities for accurate loan file management, reporting, and cross-training in all program operations. The Deputy acts as the secondary contact for clients and stakeholders, assists with loan processing, and is prepared to step into the Director's role as needed. This position is critical for program continuity and operational support. The two positions at the Northwest Loan Fund, Deputy and Director are expected to work collaboratively to ensure the success and compliance of the program, with the Deputy assisting and supporting the director, and in time, be fully prepared to assume Director responsibilities in the Director's absence.

NLF Purpose:

The Northwest Loan Fund's purpose includes making business loans while engaging in community economic development activities to improve the physical, economic, or social environment of its geographic area of operation, with attention to the needs of low to moderate income individuals. Our core functions are:

1. To improve the economic base of and/or bring new wealth into the Northwest Colorado counties by providing loans to businesses that create or retain jobs for primarily low- and moderate-income persons.
2. To provide access to capital for business acquisition, expansion, or start-up within Northwest Colorado.

The NLF serves a nine-county region and travel for site visits and meetings during all seasons is required.

Reporting Relationship:

Reports to the NLF Program Director

Reporting Location:

NWCCOG Office, 249 Warren Avenue, Silverthorne, CO 80498. Daily report location is negotiable as job requires frequent travel across nine counties and may utilize a remote office.

Wages and Benefits:

The wage range for this position is \$80,000 (\$100,000 mid-point) to \$120,000 maximum. Job offer will depend on experience and expected timeline to achieve full proficiency to approach the maximum. NWCCOG provides a full range of benefits which can be found on the careers page of our website,

<https://www.nwccog.org/about/people/our-organization/employment-opportunities/>

Duties and Responsibilities

- Program Administration, Loan Processing and Client Support
- Compliance and Documentation, Loan File Management
- Financial Analysis (Business, Personal, & Global)
- Determining good loans based on character, financial history, and risk analysis of projections
- Generating written recommendations for loan committee meetings and CDBG requests
- Conducting site visits
- Committee meeting agenda, preparations, presentations (Loan Committee and Groups)
- Client Relationship management
- Preparation of Loan Documents
- Conducting Loan Closings
- Perfecting liens on collateral
- Programming and maintaining loan management systems
- Marketing and Outreach
- Cross-Training and Program Support

Criteria for Evaluation:

Evaluated on thoroughness, initiative and motivation, attitude, mature judgment, flexibility, ability to perform effectively under pressure and meet deadlines, coordination with supervisor and others, growth in capabilities, skills, and technical abilities. Evaluated by the NLF Director bi-annually and more often if needed.

Qualifications:

Bachelor's degree in business, finance, or accounting. Experience in key aspects of business lending. Four (4) or more years' experience in entrepreneurial or bank lending, loan processing, collections, or equivalent combination of experience and training. Skilled in interpersonal and written communication. Strong computer competencies, including Microsoft Office. Knowledge of the business loan process. Exceptional organizational skills, attention to detail, and high integrity. Valid Colorado driver's license and insurability. Successful completion of background check.

Beneficial Experience:

- CDBG Lending preferred, next preference - Business Lending
- Grant writing, management and compliance
- Special Asset Management

Physical Requirements

- Ability to travel within the region by driving in all seasons.
- Ability to work in a fast-paced, demanding environment and manage a variable work schedule with peak periods of up to 13-hour days.

Submittal Requirements

Submit cover letter, resume, and three work-related references via the online job posting through the NWCCOG Careers tab at <https://www.nwccog.org/about/people/our-organization/employment-opportunities/> .by January 9th. Open until filled. For questions, contact Anita Cameron at anita@northwestloanfund.org.

It is the policy of NWCCOG to provide equal opportunities without regard to race, color, religion, national origin, gender, gender identity, sexual preference, age, or disability