



Southwest Initiative Foundation Job Description

POSITION:

Entrepreneurship Finance Officer

POSITION SUMMARY:

This position provides prospect analysis, project management, credit analysis and deal structuring, loan portfolio management, technical assistance to borrowers, program compliance and reporting, program marketing, and other functions needed for the Entrepreneurship and Microlending initiatives of the Foundation.

MAJOR RESPONSIBILITIES:

- Respond to program inquiries. Provide referrals to other resources as warranted. Review and analyze due diligence information to determine appropriateness and eligibility for participation.
- Perform comprehensive analysis of business plans; historic and projected business cashflow statements, profit and loss statements, and/or balance sheets; credit bureau reports; income tax returns; business and personal collateral/security; organizational/governance documents; and other due diligence information. Maintain regular communication with other project partners.
- Prepare credit reviews, ratio and financial analysis, project structuring, and recommendations regarding a proposed financing request. Negotiate proposed terms and conditions with the applicant and with other project partners.
- Prepare and coordinate applicable internal approval processes including loan committee meetings, CEO approvals, and board ratifications/approvals.
- Prepare commitment letters, loan documents, internal loan files, intercreditor agreements, compliance checklists, and other items necessary for a loan closing.
- Execute filings and registrations to ensure that security interests are perfected, including UCC filings, mortgages, and other pledges of business or personal assets. Ensure that all necessary hazard and life insurance filings are submitted after closing.
- Enter new loans and contacts into SWIF database and accounting software.
- Coordinate, monitor, and address servicing functions throughout the term of the loan including: insurance, payment processing, forbearance requests, payoff calculations, restructuring requests, other payment issues, substitutions or releases of collateral, collections, and other elements of a loan portfolio.
- Request financial information, insurance documentation, and other information needed throughout the life of the loan for compliance with SWIF's reporting requirements from program funders.



- Prepare reports, budgets, expenditure analysis, funding requests, and all other steps needed for compliance with funding from the US Small Business Administration (SBA), US Department of Agriculture (USDA), loan loss reserve funders, and any other program funders.
- Attend workshops and conferences from time to time. Prepare reports for SWIF's Board of Directors, President/CEO, and other internal staff as needed from time to time.
- Seek new funding to help ensure the program is sustainable and is helping achieve the mission and strategic goals of SWIF.
- Develop technical assistance plans for new borrowers, and monitor and revise technical assistance plans throughout the term of a loan. Provide direct technical assistance to borrowers including, but not limited to, accounting and financial management, sales and marketing, operations, governance, and general business management. Assist in the routine development and modifications/updates of overall SWIF entrepreneurship education initiatives. Develop and maintain relationships with contracted technical assistance providers.
- Assist in marketing the program to private lending institutions, economic development agencies, chambers of commerce, and other key partners and stakeholders.
- Participate in SWIF internal committees and task forces as warranted.
- Assist the Business Finance Director as needed for similar duties.
- Perform other duties as needed to ensure a smooth functioning and sustainable program.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Position requires demonstrated knowledge of accounting and financial analysis, credit analysis and commercial finance, business operations and management, and economic development through entrepreneurship.
- Proficient skills in Microsoft Outlook, Excel, and Word; database management, and QuickBooks (or an equivalent accounting program).
- Other essential skills are verbal and written communications, negotiations, detail management, and stakeholder relationship management.
- Ability to lift 20 pounds on occasion

MINIMUM QUALIFICATIONS:

Bachelor's Degree in accounting, business administration, finance, or related field. Minimum of three years' experience in commercial business finance at the officer level or above. Minimum of three years' experience working directly with entrepreneurs and small business owners. Must have a current driver's license and an insured personal vehicle. Position requires extensive travel throughout the SWIF region and the expanded Microlending service area, with occasional travel to other parts of Minnesota and nationally.



PREFERRED QUALIFICATIONS:

Master's Degree in accounting, business administration, finance, or related field. Five years' experience in commercial business finance at the officer level or above. Direct experience as a small business owner, or as a senior manager in a business. Experience working with economic development programs and organizations.

STATUS:

Full Time, Exempt

REPORTS TO:

Vice President

OFFICE LOCATION:

Hutchinson-based

Field office option available