

JOB TITLE: DIRECTOR OF LENDING
REPORTS TO: CHIEF EXECUTIVE OFFICER

DESCRIPTION

Since 1982, California Capital Financial Development Corporation (California Capital) has supported communities through capacity building and access to capital programs for small and microenterprise businesses. Certified by the U.S. Department of Treasury as a Community Development Financial Institution (CDFI), we are a mission-based nonprofit organization that provides programs and services to create asset and wealth development in low/moderate income, diverse, and historically underinvested communities. California Capital is host to several programs including the California State Loan Guarantee Program, Direct Lending Programs, the California Capital Women's Business Center (WBC), California Capital Procurement Technical Assistance Center (PTAC), and Sacramento Valley Small Business Development Center (SBDC).

California Capital seeks an energetic and resourceful leader for the full-time position of Director of Lending. This individual will have overall responsibility for California Capital's Direct Lending Programs, and should understand the role of CDFIs and recognize the importance of the Community Reinvestment Act, which ensures lending, service, and investment in the communities we serve. The person in this role is expected to have a strong background and demonstrated experience in all aspects of lending, including financial and credit analysis, underwriting, loan closing and servicing; designing and implementing financial products in target markets; and portfolio management.

RESPONSIBILITIES

Reporting to the Chief Executive Officer, the Director of Lending is responsible for direction and oversight of California Capital's Direct Lending Programs. The objective of the Director of Lending is to grow our existing portfolio of loans and to expand loan products to meet the capital needs of small businesses in historically excluded and underinvested communities. To meet this goal, the Director of Lending is responsible for providing leadership to the lending team staff, driving business development and loan production, formulating loan policies and procedures, designing and implementing new financial products, portfolio management, and grant reporting.

ESSENTIAL DUTIES

- Lead the review and update of policies related to underwriting, loan closing, loan servicing, portfolio management and risk assessment;
- Assist the Executive Management Team with building and maintaining strong relationships with partners who provide capital and operational support;
- Evaluate and improve lending processes and procedures to ensure efficiency, consistency, and a positive borrower experience;
- Responsible for collecting, tracking and reporting loan impacts according to funding sources;
- Complete quarterly, semi-annual and annual reports to funding agencies;
- Develop new lending opportunities and relationships within California Capital's service area serving as a liaison to community-based organizations and banks;
- Design and implement new financing strategies and products in response to California Capital's goals, borrower needs and market changes;
- Maintain a mission-based lending approach including diverse community engagement and the application of California Capital's Racial Equity Lens (REL) underwriting criteria;
- Ensure that loan loss reserves reflect overall portfolio risk;
- Oversee the processing of loan applications including the vetting, structuring, and underwriting of new loan requests to ensure they are consistent with California Capital's policies and goals;

- Supervise Loan Officers and Underwriting staff as they analyze, underwrite and verify client information, including site visits when necessary;
- Supervise Closing Coordinator to ensure all closing conditions are met; review loan documents for accuracy and review with borrowers at closing meetings;
- Keep informed of trends, changes and developments in California Capital's Lending Markets;
- Supervise and support Loan Portfolio Manager in servicing loans and managing the loan portfolio;
- Provide guidance regarding policies of deferments, defaults, loan re-structuring, and debt collection;
- Oversee risk rating of loans at origination and annually upon receipt and review of financials;
- Report quarterly to Executive Management on status of portfolio related to late payments, defaults and troubled loans;
- Oversee legal counsel's involvement in loan modifications and default procedures;
- Actively participate in recruitment and hiring Direct Lending employees;
- Provide training for all Direct Lending employees and plan, assign and oversee employee work;
- Conduct employee performance reviews; develop performance objectives and improvement plans as needed;
- Ensure the proper handling and maintenance of confidential, sensitive and proprietary information without exception;
- Represent the organization in meetings with existing and potential partners;
- Engage in public speaking and participate in networking events;
- Keep accurate and complete client records and loan documentation aligned to reporting schedules;
- Performs other duties as may be deemed necessary and appropriate.

QUALIFICATIONS

- Bachelor's degree from an accredited institution preferably in a field related to banking, finance, accounting business or economic and community development;
- Over five (5) years of small business lending experience is required. Formal credit training is a plus. Mortgage origination is not a substitute for this requirement;
- Three (3) years of supervisory experience demonstrating an ability to manage professional staff effectively and developing solutions to complex and unprecedented situations;
- Strong financial and credit evaluation skills;
- Superior analytical and critical thinking skills;
- Detail-oriented, with ability to work both independently and with a team;
- Capacity to prioritize multiple responsibilities to meet internal and external deadlines;
- Excellent verbal, written, and interpersonal communication skills;
- Experience and desire to increase access to resources in low/moderate income, diverse and underserved communities;
- Prior work-related experience and knowledge of community development/mission driven lending a plus, including Small Business Administration (SBA) loans and traditional and alternative loan programs;
- Prior related work experience in the non-profit and/or public sector is a plus;
- Hands-on experience working with small business owners is a plus;
- Fluency in MS Office suite (Excel, Word, PowerPoint) and the ability to adopt enterprise-level CRM and Loan Processing software;
- Ability to become proficient in using internal and programmatic reporting portals;
- Occasional evening and weekend hours required;
- Fluency in languages in addition to English is a plus.
- Must have ability to:
 - Work in a team environment and demonstrate strong leadership skills;
 - Exercise initiative and independent judgment ;

- Give and follow written and oral instructions;
- Maintain cooperative working relationships;
- Demonstrate sensitivity to, and respect for, diverse populations;
- Travel as needed for meetings with partners and clients;
- Give presentations to individuals and groups;
- Accurately maintain computerized files and records;
- Compose and prepare correspondence and other communications;
- Analyze situations accurately and take effective action according to established guidelines;
- Deal effectively with a wide variety of personalities in situations using sound judgment;
- Exercise professionalism in client advising and confidentiality in handling of client information in compliance with federal and state program requirements;

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

California Capital Financial Development Corporation is committed to employing quality staff members who are dedicated to community outreach and to recruiting and hiring persons from diverse backgrounds. Diversity fosters cultural awareness, promotes mutual understanding and respect, and promotes a productive and safe working environment.

WORKING CONDITIONS: Office environment; physical demands include sitting, standing, reaching, bending, walking, and lifting actual weight of 25 pounds. Travel and participation in meetings will be required. Some work may be organized remotely.

EMPLOYMENT TYPE: This is a full-time position

COMPENSATION: \$100,000 base pay + annual bonus based on performance; Excellent benefits package, including health, dental, vision, and retirement plan available. Paid vacation, holiday, and sick leave.

APPLICATION INFORMATION

Interested candidates should submit the following documents via email for consideration:

- Resume
- A Cover Letter that succinctly addresses how your experience and professional qualifications prepare you for this position must be included

Applications may be submitted to careers@cacapital.org with "Director of Lending" in the subject line.

California Capital is an equal opportunity employer.