***Rural Community Assistance Corporation***

**Job Description**

***Loan Administration Manager***

**Classification:***Grade H* **Department:** *Loan Fund* **Status:** *Exempt* **Supervisor:** *Director, Loan Fund*

**Organization**

Founded in 1978, RCAC is a 501(c)(3) nonprofit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. For more than 40 years, our dedicated staff and active board, motivated by our core values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**Loan Fund Department**

The Loan Fund provides financial resources to rural communities and organizations across RCAC’s service area. The department provides assistance to potential borrowers to structure their funding requests to meet RCAC loan fund requirements. It works closely with the Communications Development and Events department to ensure that RCAC has adequate resources to meet loan requests and to develop new programs for the department. The department is responsible for investor relations and loan administration.

**Position Description:**

The Loan Administration Manager supervises and performs a variety of activities in the implementation and maintenance of RCAC’s loan fund systems including loan closing, loan servicing and loan fund investor reporting. The position promotes RCAC and its Loan Fund’s excellence to investors, borrowers and within the rural development community. Major responsibilities include but are not limited to: administration; supervision of staff; cash flow management; reporting and database management; loan closing; loan servicing; technical support; outreach and networking.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Examples of responsibilities and duties include, but are not limited to, the following:**

* Supervise six to seven staff as assigned
* Review all loan documents for consistency and enforceability
* Prepare, analyze and submit all reports to Loan Fund investors and contributors
* Analyze, maintain and improve Loan Fund work flows, systems and processes
* Maintain RCAC Loan Fund operations manual and systems standards
* Develop policy recommendations for Loan Fund Director and board loan committee
* Oversee the preparation of monthly and quarterly loan committee packages
* Oversee file maintenance of all Loan Fund documents
* Oversee and recommend improvements to the loan application processing and servicing systems
* Oversight and reconciliation of RCAC Loan Fund financial records, in coordination with the RCAC Finance department
* Coordinate and analyze cash flow needs for RCAC’s lending activities
* Manage loan disbursements and repayments in accordance with loan documents
* Manage responses for loan modifications, demand letters or other documentation as requested in a timely manner
* Compile various loan reports for Loan Fund Director review
* Perform other duties as assigned

**Skills and Qualifications**

* Understanding of basic employment law and best management practices
* Proficiency with personal computers and software, including Microsoft Office Suite and ability to learn other software applications quickly, e.g. time sheet management systems (Unanet)
* Ability to listen and communicate effectively, verbally and in writing
* Ability to proofread and edit documents
* Able to organize and prioritize work to meet established timelines and deadlines
* Efficient and effective meeting management skills
* Ability to work individually and as part of a team
* Proficiency with financial spreadsheets
* Knowledge of general record keeping requirements and nonprofit financial analysis
* Knowledge of finance, loan origination and foreclosure process, lending practices and procedures and escrow processes
* Ability to provide quality customer service
* Knowledge of project management, budgeting and real estate development

**Physical Job Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position may require occasional (up to 1 to 5 days per month) automobile and airline travel, including overnight travel.

**Preferred Education and Experience:**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination may include:

Experience:

Five (5) years of relevant experience and an in-depth understanding of Commercial real estate financing, loan closing, procedures and compliance regulations.

Preferred Education:

Bachelor’s degree (additional qualifying experience may be substituted for education).

**Special Requirements:**

Possession of a valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy will be required when traveling for business purposes.