



Position Description

Position Title: VP of Small Business Development & Lending

Supervisor: Chief Financial Officer

Department: Lending

FLSA Status: Full time, exempt

Organizational Summary

WomenVenture is an economic development agency designated as an SBA Women’s Business Center and a CDFI. Over its 42-year history, we have provided over 105,000 women of all ages, cultures, races, and income levels with the tools and resources to achieve economic success through small business ownership. Utilizing in-depth training, expert advice, access to capital, and a network of support we help our clients launch and lead businesses that are profitable and sustainable. Our work is guided by our values of integrity, embracing diversity, change agency and persistence.

Position Summary

The VP of Business Development and Lending is responsible for the oversight of a team of loan officers and business advisors to ensure the achievement of our objectives and strategy.

Core Duties and Responsibilities

Leadership (20%)

- Lead a team of lending officers and business advisors, motivating them to meet organizational and departmental goals.
- Serve as the liaison to Loan Committees of the Board of Directors:
 - Meet with committee chairs on a quarterly basis; set committee agendas and related materials
 - Ensure meeting materials are ready for distribution
 - Review and annually update committee charters and work plans
 - Review and edit meeting minutes for committee approval
 - Meet with each committee member on an annual basis
 - Review, update and ensure compliance with our loan policies and procedures manual

Bank Partnerships (15%)

- Meet with commercial, asset-based, and economic development lenders multiple times a week to promote our loan programs.
- Serve as our lead in making presentations to banking partners and their teams.

- Become the resident expert in the Community Reinvestment Act (CRA) and how our work helps banks to achieve their CRA goals; and support the fundraising team in making the CRA connection for bank funders.
- Maintain an active partnership with the communications team to support marketing campaigns designed to increase loan production.

Lending (40%)

- Serve as the thought leader for development and growth of the lending program; ensuring the program is aligned with our overall mission, vision and goals, including integration with other programs.
- Take actions as needed to improve loan production efficiency, using industry best practices related to loan products and underwriting to increase speed of responsiveness to clients while mitigating portfolio risk.
- Be a leader in implementing new technology and software providing a streamlined loan operating platform
- Work with CEO and CFO to set annual loan production goals and reporting metrics on a monthly basis.
- Be accountable for meeting organizational annual production goals.

Business Advising (20%)

- Serve as the thought leader in the development and growth of our business advising program; ensuring the program is aligned with our overall mission, vision and goals, including integration with our other programs.
- Using industry best practices to efficiently meet the needs of existing business owners seeking expert advice.
- Oversee the use of a consistent, prescriptive approach in advice and support delivered to our loan clients to ensure long-term credit quality.
- Ensure diversity within the team of advisors which meet the needs of our clients; and secure industry-specific advisors based on portfolio mix.
- Work with CEO and CFO to set annual client and hour goals to meet grant requirements
- Be accountable for our annual organizational goals for business advisory services and reporting metrics each month.

Partnerships & Professional Development (5%)

- Meet at least annually with key staff at DEED and the SBA district office.
- Attend SBA Technical Assistance training and Certified Financial Development Institutions/ OFN annual conference.
- Pursue other trainings that furthers professional growth and development within the position.

Required Qualifications:

- Bachelor's degree in finance, business, a related field, or equivalent experience
- Experience in small business lending including knowledge in the areas of: loan structuring, underwriting, portfolio management, and collections
- Five years supervisory experience
- Experience working with database software systems

Preferred Skills

- Intermediate Microsoft Excel skills
 - Demonstrated history of developing and implementing new processes, systems, and automation to increase efficiency
 - Highly organized, self-motivated, and able to manage complex projects, competing priorities and tight deadlines
 - Ability to speak and write in a concise manner
 - Excellent meeting facilitation skills, including the ability to effectively present information to a wide variety of audiences
 - Comfortable giving and receiving constructive feedback and acting as a mentor to staff
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Work Environment/Physical Demands

While performing the duties of this position, the employee is frequently required to sit for extended periods. The employee must occasionally lift and/or move items weighing up to 25 pounds. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. We work in an open work environment; noise levels are moderate to moderately high.

Application Procedure:

Interested candidates should send a cover letter and résumé (both required) to hr@womenventure.org with “VP of Small Business Development & Lending” in the subject line or via mail to Human Resources, WomenVenture, 2021 East Hennepin Avenue, Suite 200, Minneapolis, MN 55413. **Application deadline: open until filled.** WomenVenture is an equal opportunity employer. No phone calls please.

This position description is intended to describe the general nature and level of work being performed by people assigned to this position. It is not intended to be an exhaustive list of all activities, tasks and skills required of people in the position.

WomenVenture is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.