Loan Fund Associate

Position Summary

Are you interested in championing the work of nonprofits in Propel Nonprofits' service area? The Loan Fund Associate plays an integral role in ensuring the success of Propel’s $37 million loan fund. The Loan Fund Associate is responsible for supporting our team of lenders, the portfolio director and loan fund director and will assist in a range of lending activities – including loan department reporting, loan payments, credit analysis, gathering data, managing data quality and more.

Reports to: Portfolio Director  
Classification: Full-time, Exempt

Essential Job Functions

The following list is not designed to comprise a comprehensive listing of activities, duties, or responsibilities that may be required for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Provide excellent support to team members, gathering data, managing data quality and reporting lending-related data to various stakeholders as well as providing general operational program support.
- Manage client pipeline, application and approval data in Salesforce.
- Assist with regular quality control checks of loan files to ensure completeness and compliance after the closing and funding of the loan.
- Coordinate orders for services and payment on accounts for title insurance, UCC filings, and legal searches, working closely with lenders.
- Manage the monthly billing process for loan clients.
- Respond to client queries and data requests and coordinate logistics for weekly team and monthly loan committee meetings.
- Learn fundamentals of credit analysis, loan products and programs; develop an understanding of loan and underwriting practices and procedures.
- Work with Portfolio Director to maintain quality of data across all systems.
- Participate in program development, as well as setting and meeting individual, team and organizational goals.
- Other duties as assigned or required to meet program and organizational needs.

Qualifications

- Commitment to the mission, vision, values of Propel Nonprofits and the nonprofit sector.
- Aptitude for and interest in working with numbers and financial concepts.
- Organized and detail-oriented, with proven time-management skills, and problem-solving skills.
- Exceptional communication skills.
• Ability to make decisions and act within established policies and procedures.
• Ability to use various programs and tools effectively, including databases and spreadsheet applications to analyze and report data.
• Ability to provide excellent customer service to clients – both internal and external.
• Commitment to diversity, equity, and inclusion in work process and product.

Education and Other Training:
• Associate degree is preferred or the equivalent combination of education, training, and experience. Some experience or coursework in business or finance is a plus.
• 1-2 years’ experience in database use and management
• Aptitude for technology and familiarity with Microsoft Office

We offer excellent compensation and benefits, including:
• Annual salary range of $41,000 - $45,000 depending on experience
• 32 PTO days per calendar year (prorated your first year)
• 12 personal holidays per calendar year (prorated your first year)
• Cell phone and internet reimbursement
• Flexible work schedule in a hybrid work environment
• Health insurance
• Dental insurance
• Health savings account
• Health and dependent care flexible spending accounts
• Basic and supplemental term life insurance
• Long-term disability insurance
• Short-term disability insurance
• Other voluntary insurance benefits
• 403(b) retirement plan with employer contribution

Accommodations

We recognize that qualified applicants will include a range of people who will each require different support in order to be successful. Propel operates with a remote/office hybrid environment and we are committed to making sure that each staff member has the technology and programs they need to be successful. If you have a cognitive or physical disability that requires accommodation or specific support, we will provide what is reasonable within the organization’s capacity.

COVID-19 Vaccinations

Propel Nonprofits is a mandatory vaccination workplace, with proof of vaccination required as a condition of employment. Employees may request an exemption from this policy due to a medical reason or a sincerely held religious belief. Reasonable accommodations may be granted where they do not cause Propel Nonprofits undue hardship or pose a direct threat to the health and safety of others. New employees must be fully vaccinated or be granted an accommodation prior to beginning employment.

To Apply

Interested candidates should send a cover letter and resume latest by 5 pm CST on Friday, June 23, 2023, to hiring@propelnonprofits.org. Please use the subject line “Loan Fund Associate.”
ABOUT PROPEL NONPROFITS:

Propel Nonprofits is an intermediary organization and federally certified community development financial institution (CDFI). We provide capacity-building services and access to capital to support nonprofits in achieving their missions including the ability to link strategy, governance, and finance and to support nonprofits through their organizational lifecycle.

Propel Nonprofits was formed by the January 2017 merger of Nonprofits Assistance Fund and MAP for Nonprofits. The two organizations came together to create a larger entity that offers a holistic approach to services that meets a larger set of nonprofit needs, including the ability to more closely link strategy, governance, and finance. The merged organization has a growing 32-person staff working collaboratively to support nonprofit clients, develop and deliver excellent programs, and grow a healthy organization.

*Propel Nonprofits is an equal opportunity employer.*