



Title of Role: Microlending Manager

Date Authorized: February 24, 2016

Manager: Director of Programs

Department: Program

EEO Job Classification: Professionals

FLSA Status: Exempt/Salaried

General Description

The ASSETS Lending Circles program provides small loans (\$600-\$5,000) to entrepreneurs who would struggle to access capital elsewhere. Loans are made to a circle of borrowers (usually 8-12 borrowers per circle) who agree to meet together monthly during the 12-month repayment cycle in order to receive training and advising on improving business processes and growing their business. Circle members also guarantee each other's loans, creating a level of accountability within the group. Additionally, a major emphasis of the program is improving the credit scores of the borrowers so that they can more easily access business financing in the future. The Lending Manager will primarily be responsible for the expansion of this program. This is an entrepreneurial position with tremendous potential impact local communities and businesses by growing this program throughout the Central Pennsylvania region. The Lending Manager will ensure that programs and services are provided in a culturally and linguistically appropriate manner. All programs are delivered in support of the ASSETS mission: To create economic opportunity by cultivating entrepreneurial leadership to alleviate poverty and build vibrant, sustainable communities.

Responsibilities

- Acts as the primary Lending Officer for the Lending Circle Microloan Program
- Actively recruits new clients for the Lending Circles
- Personally networks within organizations serving the focused market of clients (refugees, immigrants, ex-offenders) including churches, Church World Service, Spanish American Civic Association and the Re-Entry Management Organization, among others
- Reviews personal credit history, assists clients in identifying basic tools to improve their credit, makes referrals to credit counseling services
- Performs loan underwriting duties and presents clients/lending groups to the Loan Committee
- Manages all Lending Circles upon closing, including collections, organizing monthly workshops, and ongoing client technical assistance
- Oversees ongoing training program for Lending Circle Clients
- Assists with the expansion and development of ASSETS lending programs and products.

100 S Queen St
Lancaster, PA 17603
717.393.6089

assetsPA.org

Equal Opportunity Employer: ASSETS does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factor.



- Refers clients to appropriate networking groups, provider agencies and financing organizations
- Responsibility for helping clients convert business ideas into business plans, loan applications, credit recommendations and loan preparation
- Hosts regular information sessions (group or individual) with prospective clients
- Interviews prospective clients to assess readiness for programs
- Creates plan for each client based on their needs, including peer circles, workshops, individual technical assistance with staff or volunteers
- Provides individual technical assistance for clients
- Communicates with each client about their needs, questions or additional support needed

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Women and people of color are strongly encouraged to apply.

- Commit to the mission and programs of ASSETS Lancaster
- Previous work in lending or business experience
- Established track record of taking initiative
- Entrepreneurial spirit
- Strong organizational and time management skills
- Excellent networking ability
- Strong oral, written, and public communication skills
- Bilingual (English/Spanish), native Spanish speaker preferred
- Bachelor's degree in relevant field
- Adaptive, resilient personality a plus
- International experience and cross-cultural skills preferred
- Competency in MS Office suite

To apply

Send résumé, cover letter and salary requirements to jobs@assetsPA.org. Applications will be reviewed on a rolling basis. Those invited to interview will be contacted. No phone calls. EOE

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