



Job Description

Position Title: Executive Director

Reports to: Board of Directors

Status: Full-time, exempt

Organization

Community Capital of Vermont (CCVT) is a not-for-profit, statewide small business and microenterprise lender serving low and moderate-income entrepreneurs.

Our mission is to help small businesses and lower income entrepreneurs prosper through the provision of flexible business financing.

Position

The Executive Director is responsible for the overall executive leadership and management of Community Capital, including: revenue generation and fundraising, financial management; outreach and marketing; partnering with stakeholders and allied organizations; developing new products and services; supervising the origination and servicing of loans and post-loan business advisory services; ensuring compliance with CCVT's funding sources, and staff supervision; and supporting its Board of Directors, Loan Committee, Credit Quality Committee, and other committees.

Responsibilities

Leadership

1. Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.
2. Foster effective team dynamics between the Board and the Executive Director (ED) and between the Board, ED, and staff.
3. Lead, coach, develop, supervise and retain CCVT's staff.
4. Lead relationship and partnership development with donors, allied organizations, and policymakers.

Program Planning & Management

1. Direct the implementation of CCVT's strategic plan.
2. Design and pilot innovative tools and programs to open and expand lending opportunities aligned with CCVT's mission.
3. Oversee the planning, implementation and evaluation of programs and services.
4. Prepare timely and accurate reports to CCVT Board of Directors and its Committees.
5. Maintain partnership and work with the CCVT Board of Directors and its committees.
6. Supervise and maintain monitoring and evaluation (including preparation of compliance reporting) with the SBA and USDA-funded technical assistance program.
7. Assist in the development and modification of policies and procedures as needed and conduct regular reviews of CCVT organizational documents.

8. Work with the Board on its development as a productive, functioning, and representative Board of Directors. Assist in the recruitment and training of new Board members.

Revenue Generation & Fundraising

1. Develop and implement a fundraising plan to support CCVT's operations, seeking donations from businesses and individuals.
2. Identify grant opportunities and prepare applications to public and private funders to support ongoing costs of programs and operations.
3. Identify grant opportunities and prepare applications to appropriate funders including the SBA, CDFI and other private foundations and state and federal agencies to raise loan capital as needed.
4. Identify and mobilize sources of low or no interest loans that may be re-loaned including funds available from USDA Rural Development and Vermont Community Foundation.
5. Advocate for funding and policy initiatives related to CCVT at the State and Federal level.

Financial Management

1. Provide overall financial management of CCVT in accordance with applicable laws and regulations.
2. Manage annual audit including preparation of RFP as needed, recommendation to board for selection of CPA firm, provision of necessary financial data to auditors, and preparation of response to management letter, if any.
3. Insure compliance with all grants. Oversee preparation of financial and programmatic reports to funders and other agencies as required.
4. Work with staff and Board to prepare an annual budget and amendments as needed.
5. Ensure that sound bookkeeping and accounting best practices are followed.
6. Provide the treasurer and board with regular financial reports.

Lending

1. Exercise loan decision-making authority granted in CCVT's Loan Policies.
2. Oversee recruitment, orientation and ongoing support for the Loan Committees.
3. Oversee loan portfolio including management of loan pipeline, risk management, and loan workouts. Provide reports and support for the Board's Credit Quality Committee.
4. Take appropriate collection actions on loans outstanding to CCVT.
5. Coordinate pre- and post-loan technical assistance program.

Human Resource Planning & Management

1. Supervise CCVT staff; complete annual performance appraisals.
2. Hold regular staff meetings.
3. Determine staff requirements and make recommendations to the Board for inclusion in the operating budget.
4. Recruit, interview and select staff that have the right skills and personal abilities to further CCVT's mission.
5. Coach and mentor staff to be responsible and accountable team members.

External Relations

1. Coordinate and implement the marketing of CCVT.

Community Capital of Vermont is an Equal Opportunity Employer

2. Ensure the organization maintains excellent relationships with business technical assistance providers, economic development organizations, partner financial institutions, other resources available to serve applicants and borrowers, and other CCVT stakeholders and partners throughout Vermont.
3. Manage and encourage the further development of CCVT as a mission-based lender. Design and oversee the implementation of new services.

Qualifications

1. Bachelor's degree required (MA/MS preferred) in a business or finance-related field, or a combination of skills and experience commensurate with graduate-level education.
2. Demonstrated excellent organizational and project management skills.
3. Detailed knowledge of accounting and finance.
4. Experience working with governmental stakeholders, including compliance and reporting.
5. Clear and concise communication skills – written and oral.
6. Effective management skills.
7. Experience operating in a small nonprofit environment.
8. Experience working with low-to-moderate income individuals.
9. Experience working with small and micro-level businesses.

Preferred Qualifications

- Lending background, preferably in a micro-loan or CDFI environment.
- Knowledge of rural economic development issues in Vermont.
- Excellent customer service skills, and comfortable working with the full spectrum of educational backgrounds
- Strong organizational and project management skills
- Knowledge of accounting principles and finance
- Strong attention to detail
- Clear and concise communication skills – written and oral
- Demonstrated sensitivity to the challenges faced by low-income individuals seeking to become economically self-sufficient
- Ability to work independently with little supervision, as well as part of a team
- Experience with Microsoft Office (especially Excel and Outlook) required
- Familiarity with database systems required; familiarity with DownHome Loan Manager or comparable loan management software a plus
- A valid driver's license and willingness to drive across Vermont to meet with prospective and current clients

Interested candidates please forward a CV/resume, and cover letter, addressed to the Board of Directors, at the email address: communitycapitalvt@gmail.com

Community Capital of Vermont is an Equal Opportunity Employer