



**NiiJii Capital Partners, Inc.  
Lending/Technical Assistance Specialist  
Job Description**

**Background Information:**

Northwoods NiiJii Enterprise Community, Inc. (NNEC), a 501(c)(3) corporation, was created to address poverty and its impact on three Indian Reservations in Wisconsin: the Menominee Reservation, the Mole Lake Reservation, and the Lac du Flambeau Reservation.

NNEC's primary goal is to create jobs and sustainable Reservation economies by providing technical assistance and credit to entrepreneurs and businesses on the Reservations. To achieve this goal NNEC pursued certification as a Community Development Financial Institution (CDFI) from the Department of Treasury and created NiiJii Capital Partners, Inc. (NiiCaP), a separate 501(c)(3) corporation. In 2007, NiiCaP achieved U.S. Treasury Department Certification as a Community Development Financial Institution.

NiiCaP provides loans and related services including technical assistance and training to underserved persons with the goal of job creation, client wealth accumulation, and the growth of sustainable local economies.

The current service area for NiiCaP is within the Menominee, Mole Lake and Lac du Flambeau Indian Reservations in Wisconsin. Eligible recipients of NiiCaP services are Tribal Members or businesses that will create employment opportunities within the current service area.

The Board of Directors and the Credit Committee is represented by individuals from each Reservation in the current service area. NiiCaP has served over six hundred technical assistance and training clients, and extended loans of over \$1.6 million to start or expand over 70 businesses. These activities have resulted in over 300 new jobs. All loan payments are "revolved" into new loans, and all interest income is retained to increase the loan capital base.

NiiCaP has its primary office located in the Menominee Tax and Lending Building in Keshena. Staff is available at satellite office hours on the Mole Lake and Lac du Flambeau Reservations. However, NiiCaP will meet with clients as the need arises.



**Position:** Loan Officer

**Reports to:** Executive Director

**Salary:** \$38,000 per year (commensurate with experience)

**Status:** Full Time position (90-day probation period)

**Location:** Keshena, WI

## **SCOPE OF WORK**

1. Provide one-on-one technical assistance to approximately 40 clients annually. This includes business planning, financial projections, market analysis and market strategy.
2. Annually assist in generating 10 to 15 formal business plans, financing proposals or credit memos resulting in loans.
3. Performs underwriting and due diligence tasks under supervision, in accordance with NiiCaP's Loan Polices.
4. Prepares credit memos for presentation to the Loan Committee.
5. Manages loan closings by collecting required documents prior to closing, completing loan agreement and promissory note templates, and obtaining signatures.
6. Complete annual loan monitoring reports and identify borrow agreement violations and technical assistance needs.
7. Work closely with clients to achieve credit worthiness.
8. Conduct small business training classes at least once per month.
9. Prepare or fine tune curriculum for training classes.
10. Travel to Satellite Offices as necessary, but at least once per week or as needed.
11. Represent and market NiiCaP in group meetings and gatherings as necessary.
12. Assist Executive Director with loan servicing as necessary.
13. Assist other Staff with Grant writing and Grant reporting.
14. Proficiency with computer operations and software including Word, Excel and Adobe.
15. Responsible to Executive Director



**DURATION:** 12 or more months depending on future funding

**LOCATION:** NiiCaP Head Office, Keshena, WI  
Half Remote and Half Main Office

Satellite offices on Mole Lake and Lac du Flambeau Reservations  
Training Specialist could be stationed in either office to  
accommodate logistical needs

**DESIRED QUALIFICATIONS:**

1. Experience or training in delivering technical assistance and small business training.
2. Experience or training in preparing business plans and financial proposals.
3. Experience in packaging loans and working with a Loan Review Committee.
4. Experience in working with Minority entrepreneurs and businesses in creating functional business plans, providing Technical Assistance in the areas of business planning, market analysis, market strategy, cash flow budgets, financial projections, and general management.
5. Experience in federal grant management and grant applications.
6. Experience in revolving loan fund management, operation, and oversight in addition to direct lending experience through revolving loan funds, along with other public financing and private financing for projects.
7. The preferred candidate will be a Certified Economic Development Finance Professional or have similar certification.
8. Deliver services in a confidential and professional manner.

**MINIMUM QUALIFICATIONS:**

1. B.A. Degree in Business, Economics, Management, Marketing, or similar discipline.
2. Three years experience in small business counseling and business plan development.
3. Wisconsin Drivers License and adequate insurance.
4. Experience in the finance industry preferred, but not required.
5. Experience with grant writing/reporting required.
6. Bachelor's degree in business, finance, accounting, English, or other related field, and/or an associate degree in one of these fields with an equal amount of experience of demonstrated grant writing, grant management, lending, finance, writing, or administrative capability.



7. High ethical and professional standards. Confidentiality in all matters.
8. Strong written and verbal communication skills. Attention to detail. Strong critical thinking skills.
9. Skill or the ability to learn computer software including, Microsoft Office to include Word, Excel, Outlook, and PowerPoint, accounting software i.e., QuickBooks, and loan portfolio software.
10. Ability to efficiently manage multiple projects with accuracy.
11. Initiative-taking with the ability to work independently.
12. A valid driver's license, reliable transportation and automobile insurance are required.

\* Native American preference in hiring.

**Reply with your resume, cover letter and any supporting documentation to:**

NiiJii Capital Partners, Inc.  
PO Box 790  
N559 Library Road  
Keshena, WI 54135

**Email:** [pboivin@niicap.org](mailto:pboivin@niicap.org) or [gshawano@niicap.org](mailto:gshawano@niicap.org)

**Inquiries or questions:** [gshawano@niicap.org](mailto:gshawano@niicap.org) or 715-799-4806

**Deadline for Receipt of Application Materials is  
September 30, 2022, at 5:00 pm  
Or Until Position is Filled.**

NiiJii Capital Partners, Inc., is an equal opportunity employer and abides by all state and federal laws.