



**Position:** Director of Lending

**Reports to:** Executive Director

**Salary:** Commensurate with experience

**Status:** Salaried – Full-time

**Location:** Keshena, WI/Hybrid Remote

***Posting closes – January 2<sup>nd</sup>, 2023.***

**Description:**

The Director of Lending position is responsible for the overall operation of Lending for the company. This position is essential to ensure operations of loans and lending is efficient and clients receive the appropriate assistance while working with NiiCap.

**Essential Duties:**

- Recruit, build, and manage the lending team
- Ensure loan procedures and policies are implemented and followed
- Oversee Loan Underwriting Team
- Manage all loan portfolio
- Collaborate with the Executive Director and Executive Assistant on loan portfolio analysis and reporting, which may include developing customized loan portfolio reports
- Oversee and perform collection processes for delinquent clients
- Work with clients on maintenance, analysis, a reporting of accounting records
- Conduct loan closing with clients
- Assistant development office with training and education
- Collect data and compliance reports for fundraising teams and grant compliance
- Client intake and communication
- Ensure data entry is accurate
- Attend training/meetings/other travel as required, which may include out-of-state travel.
- Other duties as assigned

**Minimum Qualifications:**

Bachelor's degree in business, finance, accounting or closely related field required with three years of experience in lending and/or collections to consumers.

In lieu of bachelor's degree – must have 6 years of demonstrated experience in leadership and lending, finance, accounting, or administrative capability.



Two years of supervisory experience required.

A valid driver's license, with reliable transportation and automobile insurance.

**Other Skills, Knowledge and Abilities:**

- Strong written and verbal communication skills
- Experience in administration/office management
- High ethical and professional standards
- Strong sense of confidentiality
- Attention to detail
- Strong problem-solving skills
- Abilities to efficiently manage multiple projects with accuracy
- Self-motivated with the ability to work independently

\* Native American preference in hiring.

*NiiJii Capital Partners, Inc. is a non-profit 501(c)(3) Native Community Development Financial Institution revolving loan fund. NiiJii Capital Partners Inc. provides affordable loans and financial education to Native communities located in the mid-western region of Wisconsin*

***If interested in applying, please send an email by January 2, 2023 to [kfrechette@niicap.org](mailto:kfrechette@niicap.org) with the following information:***

- ***Interest Letter***
- ***Resume***
- ***Any relevant documentation that supports meeting the minimum qualifications***

***If claiming Native American preference – copy of Tribal Identification card or CIB***

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