

## CDFI Director Job Announcement

### Background:

Redbud Financial Alternatives is a small non-profit CDFI loan fund focused on consumer lending in Hazard, Kentucky. Redbud transforms credit from an obstacle to an opportunity for Appalachian Kentuckians through strong community partnerships and the strategic pairing of responsible loan products and relevant financial education. As an emerging CDFI, Redbud is a growing organization with ample opportunities for innovation and creativity.

### Position Summary:

Redbud is looking for a highly motivated, curious, and mission-minded CDFI Director to run the day-to-day operations including lending, capital development, organizational development, and administrative duties. The CDFI Director also works in collaboration with the Executive Director, the Director of Lending, the Director of Finance, and the Board of Directors to create and coordinate the strategic direction of the organization. The position is anticipated to start in October and overlap with the outgoing Director for at least one month.

### Responsibilities:

1. Lending
  - a. Manage and facilitate loan origination and servicing, including meeting with clients at the request of the Loan Officer, presenting to Loan Committee, and monitoring and responding to portfolio performance.
  - b. Research, implement, and review policies, procedures, and systems to streamline processes, improve client experience, and ensure compliance with regulations.
  - c. Research, develop, and deploy new products that are responsive to community needs and are based in collaboration with community partners.
2. Capitalization
  - a. Monitor projections and capitalization plan to ensure sufficient and appropriate capital for activity.
  - b. Develop and maintain investor relationships, including conducting regular and informative communications.
3. Organizational Development
  - a. Ensure staff is adequately trained to provide high-quality, informative, and relevant service to clients.
  - b. Develop and maintain funder and partner relationships.
  - c. Facilitate board development and education.
  - d. Represent organization at conferences, convenings, outreach events, etc.
4. Administration
  - a. Provide reports to Finance Department and Servicing Department as requested.
  - b. Provide regular milestone updates to donors and partners.
  - c. Maintain a professional and welcoming environment.

- d. Provide oversight for a Loan Officer and volunteers.
5. Compliance
  - a. Ensure compliance with all relevant regulations.

## **Requirements**

REQUIRED – While the ideal candidate will have CDFI lending experience, the lending side can be taught, and so Redbud is prioritizing searching for a highly motivated and mission-minded individual who is passionate about rural communities and/or Appalachia.

### Education and experience

- 2+ years of relevant experience and/or a Master's degree in a related field

### Skills and competencies

- The CDFI Director must be a self-starter. While the Redbud team will be able to provide initial instruction and direction, the CDFI Director is ultimately responsible for the day-to-day operations of the organization and must be able to make independent decisions and know when to ask for help.
- Passion and respect for Appalachia and the challenges of rural, persistent poverty communities and the families living in them
- Exceptional verbal and written communication skills to deliver presentations on complex topics to management, the board, committees, funders, policy makers, and outside groups
- Comfort with technology including Microsoft Office (especially Excel), apps, and cloud-based software
- Patience with repetitive tasks requiring attention to detail
- Willingness to think creatively

### PREFERRED

- 2+ years of lending experience
- 2+ years of non-profit experience
- 2+ years of CDFI experience
- 1+ years of customer service
- Familiarity with Salesforce
- Demonstrated success in grant writing
- Demonstrated success in grassroots and major donor fundraising
- Supervisor experience

## **Compensation**

\$45,000 with benefits

**How to apply:**

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, (including pregnancy, gender identity, and sexual orientation), national origin, citizenship, disability, military leave or veteran status, genetic information, or any other status protected by applicable federal, state, or local law.

Interested applicants should submit a resume, cover letter, and three references to [redbud@housingdevelopmentalliance.org](mailto:redbud@housingdevelopmentalliance.org)