

Social Finance Specialist (Loans) – Parental Leave Contract (12-18 months)

Community Futures

Prince Edward County, Ontario



Community Futures Prince Edward Lennox Addington is a not-for-profit organization with a mission to encourage and support local entrepreneurship and sustainable economic development through impact investing.

We provide strategic advice and access to capital to growing enterprises and social-purpose organizations contributing to economic diversification.

We manage: a community investment fund that provides affordable loans to entrepreneurs; an equity fund that supports early-stage innovative ventures; and a social impact fund that connects enterprises with investors seeking financial and social returns.

Job description

We are seeking a results-oriented Social Finance Specialist (Loans) for a parental leave contract position for 12-18 months beginning in late October 2021. The contract position will report to the Executive Director and work as part of a dynamic and collaborative team. The successful candidate will manage a \$10 million community investment fund that makes affordable loans to enterprises and reinvests returns back into the community. The duties for this contract position include:

- Promoting the programs and services of Community Futures by cultivating referrals and networking with entrepreneurs, business advisors, social enterprises, and traditional financial institutions to maintain a profile for the organization among target audiences
- Marketing of the community investment fund, and other loan programs and projects, including by participating in events, seminars, workshops and conferences relating to economic development, entrepreneurship, and the social economy
- Helping to attract and establish new businesses and support the expansion of existing businesses in the community by responding to inquiries about new business ideas and sources of funding, and by providing strategic advice and referrals
- Maintaining ongoing knowledge and awareness of programs, practices, and opportunities to support the success of entrepreneurs and social enterprises
- Managing a community investment fund, including the administration of the loan portfolio
- Analyzing and assessing all applications to the community investment fund for affordable business loans
- Facilitating sound decision-making by the Investment Review Committee by providing summaries of loan applications with expert analysis and succinct recommendations
- Conducting credit and data verification for loan submissions and security/collateral packaging and registration

- Leading loan administration, documentation, negotiation, monitoring and collections, while managing security interests, recovery and overall status of the investment fund
- Preparing regular and annual/semi-annual performance reports, budgets, cash flow, interest returns, principal repayments, payouts, and portfolio projections
- Researching, assessing and recommending methods by which to improve the management, operational performance, impact, reporting and documentation of the community investment fund and the organization's lending policies and practices

Qualifications:

- Post-secondary degree/diploma in business, commerce, or finance, or equivalent experience
- Three years' experience with lending, loan underwriting, and business advisory services
- Ability to analyze financial statements, critically evaluate business plans, and coach entrepreneurs
- Experience with sales and customer relationship management or marketing and communications
- Comfort working across digital platforms and willingness to learn client and loan management software
- Track record of working independently to achieve quarterly and annual benchmarks
- Awareness of the social finance market is an asset
- Commitment to community development and achieving positive social impacts is welcome
- Valid driver's licence and vehicle are required

The position is based out of a home office within the Prince Edward County and Lennox & Addington Service area and must have reliable access to internet and phone service. Periodic travel across the service area for in person meetings with staff, clients, and stakeholders will be required, as well as ability to participate in Zoom conference meetings.

We are an equal opportunity employer that welcomes and advances diversity. Applicants who require an accommodation under the Accessibility for Ontarians with Disabilities Act (AODA) during the recruitment process are asked to advise so in their cover letter.

If you are interested in applying for this position, please send a cover letter and CV by Wednesday September 29th to: ed@pelacfdc.ca

Applications will be assessed on a rolling basis and early applications are encouraged. Only those applicants selected for interview will be contacted.