



RENDE PROGRESS CAPITAL

Position Description and Responsibilities

Associate Partner for Portfolio

AUTHORITY

Reporting to the Rende Progress Capital [RPC] General Manager for day-to-day operations and overall management reporting to the RPC Chair and Managing Director.

FUNCTION

The RPC Associate Partner for Portfolio manages the loan portfolio to ensure:

1. That the RPC loan portfolio is managed with financial due diligence and optimal performance through portfolio monitoring of loans to RPC Excluded Entrepreneurs of Color. Excluded Entrepreneurs of Color are African-Americans, Latino, Asians, Native Americans and Immigrants who face barriers to conventional lending due to real or perceived racial bias and other market realities.
2. That RPC conducts authentic, open and culturally competent relationships with customers in matters of risk management and risk mitigation matters [dealing with customer payment delinquencies, past dues, work-out plans, etc].
3. Engagement in portfolio management learning/training and portfolio management responsibilities with the Managing Director in order to independently conduct portfolio financial/risk-management [pre and post-lending] and racial equity step analysis of loan applicants and borrowers, analyze loan underwriting, restructuring and modification of loans. Also, will lead the review and analysis of all originated loans and underwriting produced by the loan officer in order to ensure the quality of the loan officer's loan memos and adherence to loan policy, research and analysis of loan applicants and reporting on the performance of the overall loan portfolio.

RESPONSIBILITIES

As the manager of RPC portfolio function for a mission-oriented lender using racial equity lending systems and culturally competency standards, the position has primary responsibility areas of the following as well as other duties assigned to meet the mission and annual loan production goals of Rende Progress Capital:

Portfolio Management: Pre-Loan Borrower Phase

- a.** Direction with RPC management and staff to independently conduct post-close review of loan terms and conditions to verify all necessary information in the loan systems in order to properly monitor ongoing loan compliance, key reporting and performance.
- b.** Direction with RPC management and staff to independently collect financial statements from customers, and collect, review and analyze customer and portfolio information to provide annual portfolio and portfolio risk reports to RPC lenders on risk, performance and overall portfolio health.
- c.** Direction with RPC management and staff to independently monitor loans for compliance issues and delinquency, provide analysis and approval of modifications to loan terms and conditions.
- d.** Make recommendations on loan risk rating downgrades and perform analysis on collateral value and potential loan loss through use of RPC loan systems.

Portfolio Management Monitoring and Post-Loan Close Management

- a.** Independently conduct monitoring of borrower delinquencies to resolve payment problems and other borrower related issues; implement default processes and other legal requirements.
- b.** Conduct proactive management of borrower delinquencies through meetings with borrowers; requiring, obtaining, and reviewing borrower financial and cash flow statements; and developing action plans for remedying delinquencies.
- c.** Develop and monitor workouts and loan restructuring on chronically delinquent/non-performing loans by collecting and reviewing financial statements and other required information and ensure continuing borrower compliance with workout agreements.

Performance Measures:

1. Achieve lending and program goals for portfolio performance, risk identification and relationship building with customers by each quarter.
2. Recommend solutions to identified issues and problems relating to loan program implementation.
3. Work effectively with troubled borrowers to achieve constructive workout solutions.
4. Accurate and thorough assessment of risk issues and solutions to reduce or eliminate risk barriers to loans.
5. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge to the RPC team members.
6. Models personal accountability and integrity that promotes ownership and engagement.
7. Builds and maintains effective working relationships with colleagues, peers and team members.

Qualifications

Education:

- Bachelor's Degree in business, accounting, finance or economics.
- Knowledge in project management quality control and risk management practices.

Prior Experience:

- Two to three years work experience in conventional institution or Community Development Financial Institution or non-profit small business lending and portfolio management required.
- Some experience with commercial/small business loans, loan workouts, delinquent loans and a demonstrated competency in commercial/small business portfolio compliance disciplines and terminology, credit and financial analysis, underwriting policies and procedures, and loan restructuring.

Enterprise/Project Knowledge and Skills

- Familiarity with small business lending practices and terminology; good interpersonal skills; high level written and oral presentation skills, proficient computer software user, including spreadsheets and databases.

Other:

- Occasional evening and weekend work; able to inspect active or prospective customers sites, regional travel.
- Ability to observe and follow RPC legal and ethical requirements such as respect for privacy of information, confidentiality and the administering, management of financial information and sensitive customer information.

Reporting & Oversight: RPC General Manager for day-to-day operations/reporting/work product and activities. RPC Co-founder, Chair and Managing Director for overall oversight

RPC is a mission-driven lender of loans to Excluded Entrepreneurs of Color who face social and financial barriers to acquiring traditional loans because of bias and racial inequity. The use of racial equity and inclusion in lending also drives our hiring practices, contracting, workplace policies and board recruitment. Inclusion and racial equity are also a formal part and process in our partnership agreements, our proprietary lending systems as well as using W.K. Kellogg Foundation Racial Equity Concepts and Racial Equity Impact Assessments in RPC lending decisions.