

POSITION OPENING

Loan Officer/Financial Specialist

Propel Nonprofits

(formerly Nonprofits Assistance Fund/MAP for Nonprofits)

Mission and Vision

Propel Nonprofits' mission is to fuel the impact and effectiveness of nonprofits with guidance, expertise, and capital. This mission is in service to a vision of a diverse network of mission-driven nonprofits building a healthy, vibrant, and more just community.

On January 1, 2017, MAP for Nonprofits merged with Nonprofits Assistance Fund to create an organization (Propel Nonprofits) that will offer a holistic approach to services that meets a larger set of nonprofits' needs, including the ability to more closely link strategy, governance, and finance. The merged organization has a 28 person staff that work collaboratively to support nonprofit clients, develop and deliver excellent programs, and grow a healthy organization.

Primary goals, major programs, and services

1. Consulting and Technical Assistance (TA): Helps nonprofits understand their financial and organizational situation, identify tools to address or support those issues, and develop and implement a plan of action for the near and long-term future. With the merger with MAP, a full range of consulting is also offered, including strategic and business planning, support for exploration and completion or mergers and other strategic partnerships, board development, and comprehensive capacity building programs.
2. Training: The training program offers 100 - 150 workshops and webinars annually on financial, governance, leadership, and strategic topics including social enterprise. Many nonprofit managers and leaders do not have formal business or management education and are seeking practical training that can be applied right away.
3. Lending: Propel Nonprofits is a federally certified Community Development Financial Institution (CDFI) offering loans to nonprofit organizations in Minnesota and adjacent communities to expand programs and services, bridge cash flow gaps, and purchase and renovate buildings. The \$20 million loan portfolio includes loans to nonprofits in health care, housing, arts & culture, education,

human services, environment, civic and community development, and social enterprises.

4. Accounting and Finance: Our staff of experienced accountants provides ongoing hands-on accounting, financial systems review and development, finance oversight, and other financial management support for 150 nonprofits.

5. Fiscal Sponsorship: This new program provides a path for emerging nonprofits, social innovators, and collaborations and other limited time projects to receive financial and management support as they carry out their mission, explore options and opportunities, and determine their future structure.

Position Description

Loan Officer/Financial Specialist

Classification: Full-time, Exempt
Reports to: Vice President of Lending

Primary Duties

This hands-on position works directly with staff from nonprofit organizations as both lender and technical assistance provider, with lending as the primary responsibility. Day-to-day activities involve meeting with nonprofit leaders to understand and assess financial information, and helping managers and board members solve financial challenges. In addition, the Loan Officer/Financial Specialist assists in designing and delivering training workshops. The position offers the opportunity to contribute to the health and stability of a wide range of nonprofits in all fields of service in the metro area and throughout the state.

Experience

The position requires a unique combination of financial, communication and management skills. Successful candidates will have three years' experience in at least one area directly relevant to the position: nonprofit financial management, nonprofit management or consulting or nonprofit/small business lending. This position also requires a broad-based knowledge of community resources, excellent financial analysis and diagnostic skills, and the capacity to provide hands-on assistance on various financial topics. Demonstrated ability to understand and relate to a wide range of constituents, communicate financial concepts, and balance multiple priorities is a must.

Nonprofits Assistance Fund/MAP for Nonprofits offers an energetic and entrepreneurial work environment and an opportunity to be an integral part of this growing organization. Nonprofits Assistance Fund/MAP for Nonprofits is an Equal Opportunity Employer

Salary

\$55,000-\$65,000

1 SE Main St, Suite 600
Minneapolis, MN 55414
phone: 612.278.7180
toll free: 800.444.4535
PropelNonprofits.com



To Apply

If interested, respond by Friday, October 20, 2017 with cover letter and resume to:

Allison Wagstrom, Portfolio Manager
Propel Nonprofits
One Main Street, Suite 600
Minneapolis, MN 55414
awagstrom@propelnonprofits.org