

Position Summary

Title: Capital Manager

Status: Exempt

Hours: 9am-5pm Monday through Friday with some evening requirements

Pay Range: \$47,500-\$57,500 annually, plus benefits (including but not limited to: paid time off, health insurance support, professional development, personal wellness and personal enrichment) and bonus eligibility

Reports to: Operations Director

Department: Programs Team

Rocky Mountain MicroFinance Institute (RMMFI) is a business incubator and financing program focused on reimagining social and economic inclusion. This is your chance to join us as we create community wealth through strategic investments in people and businesses. RMMFI puts its entrepreneurs first as we thrive to be an energetic and creative workplace caring about the work we do and the people who do it. In the past 11 years, RMMFI has helped launch 206 local small businesses through our Business Launch Boot Camp and provided over 208 micro-loans to graduates. More information about RMMFI can be found at www.rmmfi.org.

The Capital Manager is responsible for RMMFI's Lending Program with business loans ranging from \$500 - \$75,000. The Capital Manager responsibilities include: help RMMFI Entrepreneurs identify capital needs, process and underwrite loan applications, manage and implement collections processes, identify business support needs, and support the Programs team with other actions as needed.

**Put Entrepreneurs First | Think Big | Do Great Work | Build Genuine Relationships | Be Relevant | Be Thankful & Celebrate*

Duties and Responsibilities

Ideal Candidate

- Experience (domestic or international) in commercial underwriting, impact investing, or finance,
- Financial analysis skills including understanding the linkages between the various financial statements and a proficiency in Excel
- Ability to multitask and prioritize work load
- Knowledge and/or understanding of key business concepts
- Interest in impact investing or socially-minded businesses is desired, experience is preferred
- Strong communication skills
- Ability to think about diverse and multiple perspectives when working
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Bi-lingual (Spanish / English) preferred



Primary Responsibilities:

- **RMMFI Entrepreneur Capital Needs Identification:** Coordinate with the Program Coordinators to support the capital needs of the organization’s entrepreneurs across all stages of RMMFI’s programming. Support entrepreneurs in identifying the appropriate capital amounts to support the defined business needs.
- **Process and Underwrite Loan Applications:** Assess Entrepreneurs for RMMFI eligibility and fit, provide training on completing loan application, as needed, and track applicant and progress information. Organize loan information (maintaining both hard & soft copies), review application for thoroughness and accuracy, determine additional information needs and perform the necessary due diligence. Analyze and score the loan package in terms of business viability, credit/character, collateral, owner’s equity and skill to operate business. Coordinate with internal and external resources to support the above activities.
- **Collection:** Responsible for monthly billing and subsequent collection activities. When Entrepreneurs are late, follow collection guidelines. Work with Entrepreneurs to understand why they are late and problem solve how they might get back on track. Build relationships with Entrepreneurs and conduct regular check-ins to monitor the progress of their businesses. Update Entrepreneur data, including contact information, regularly.
- **Outreach:** May be called upon to represent RMMFI at community outreach events, including hosting a table or trade booth at festivals or forums. Present information on RMMFI and explain our products to targeted stakeholders to develop customers and the brand.
- **Business Support:** Provide guidance and/or training, either in groups or one-to-one sessions, to potential borrowers on issues related to small business management, such as capital needs, financial strategy, and/or cash flow management.
- **Report Preparation & Submission:** Prepare and submit required reports to funders and Development Director.
- **Process:** Ensure RMMFI Loan Procedures are up to date and implemented correctly, including updating relevant software (DownHome Solutions, and other internal tracking spreadsheets).
- **Special Projects:** Work with the Operations Director on special organizational projects as the need arises.
- **Other Duties:** Perform other duties as assigned. Be a supportive team member to the Programs Team and other departments in the organization.

If interested, please submit a resume and cover letter to jobs@rmmfi.org with “Capital Manager” in the subject line. The application deadline is: May 17, 2019.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job.

In all their dealings, the Rocky Mountain MicroFinance Institute does not discriminate based on: age; ancestry; creed; color; mental or physical disability; gender; gender identity, expression or characteristics; marital status; national origin; political service or affiliation; race; religion; sex; sexual orientation; veteran status; or any other classification protected by federal, state or local law. RMMFI is also committed to an equitable and inclusive work environment.

Revised 25 April 2019

