

Position Summary

Title: Capital Coordinator

Status: Full time, exempt

Reports to: Capital Manager

Hours: 9am-5pm Monday through Friday, avg of 1-2 weeknights per month required (work schedule can be shifted to accommodate for evening hours)

Pay Range: \$42,500-\$47,500 annually

Benefits: PTO, Medical (25% employer contribution), Dental & Vision (employer paid), 401k plan, and an annual Professional Development and Personal Wellness contribution

Rocky Mountain MicroFinance Institute (RMMFI) is a business incubator and financing program focused on reimagining social and economic mobility. RMMFI relentlessly focuses on its North Star - *People are unstoppable forces. Life circumstances are real and sometimes overwhelming, yet they should not determine what we can do in the present or be in the future. We believe everyone should be free to make choices to activate the possible. RMMFI creates the space for communities and people of all backgrounds to realize their unique potential through the power of entrepreneurship.* More information about RMMFI can be found at www.rmmfi.org.

Description: The Capital Coordinator is responsible for ensuring that entrepreneurs have a positive and productive experience with RMMFI's Capital Program by facilitating access to microloans that help entrepreneurs test, launch, and grow their businesses. The Capital Coordinator will work closely with the Capital Manager and the Programs team to responsibly originate new and impactful loans, service existing loans with excellent customer service, maintain accurate loan files, and provide technical assistance to entrepreneurs to support their business development and asset building journeys. RMMFI is always evolving and growing, and positions experience growth concurrent with the organization.

Competencies and Responsibilities

Core Competencies

- A minimum of 2 years' experience in lending, community and economic development, public benefits or nonprofit resource navigation, banking, financial services, accounting, business administration, impact investing, entrepreneurship or another related field.
- Highly organized & detail oriented, with an ability to multitask and prioritize workloads.
- Comfortable and experienced with CRMs, data entry, office document applications (Word, Excel, Google Suite, PDF tools), and filing systems.
- Ability to review and analyze complex information including financial statements, budgets, and credit reports, and translate concepts in ways that are relevant and meaningful to diverse audiences and members of various stakeholder groups.
- A passion for helping individuals from historically marginalized or underserved communities to overcome barriers.
- Knowledge of key business concepts.
- Strong people skills, with an ability to connect and build trust with various stakeholder groups, cultivate close working relationships, drive accountability with compassion and integrity, and motivate others as they pursue their goals.



- A strong moral compass to Do The Right Thing, both for the entrepreneur (building impact) and the organization (risk management and sustainability)
- Ability to process diverse and multiple perspectives when working
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Bookkeeping experience, entrepreneurial experience, knowledge of credit and asset building principles, and group facilitation and/or 1-on-1 coaching experience are all a plus (not required)

Primary Responsibilities

Support Deployment of New Loans in Alignment with RMMFI's Capital-Meets-Capacity Philosophy

Activities could include:

- **RMMFI Entrepreneur Capital Needs Identification:** Coordinate with the team to support entrepreneurs' capital needs across all programming phases
- **Entrepreneur Support and Education:** Facilitate loan education workshops, serve on launch committees, support credit building and financial education, and lead or participate in other group or 1-on-1 sessions as needed.
- **Cultivate and Process Loan Applications:** Work with entrepreneurs to collect and organize required loan application documents, provide initial assessment of loan readiness and the use of funds in the context of entrepreneur business plans, and package loan proposals for review.
- **Loan Underwriting Support:** Support the Capital Manager in making loan approval decisions by providing recommendations on loan and business readiness, including proposing appropriate loan conditions and structures.
- **Loan Closings:** Coordinate loan closings from the preparation of loan agreements to the disbursement of funds.

Support Loan Portfolio Management, Collections, and Administration

Activities could include:

- **Account Management:** Provide excellent customer service by keeping a pulse on personal and business development needs, promoting successful loan repayment and positive credit building practices, and identifying opportunities for further support and growth.
- **Payments, Billing, Credit Reporting, and Administrative Tasks:** Work with Capital Manager and Operations Team to ensure accurate receipt and processing of payments, accounting of loan balances, and loan file management. This includes: preparing and sending monthly bills, annual statements, monthly credit report data, internal reporting and data maintenance, document management, portfolio monitoring, and other tasks.
- **Collections:** Collect with compassion. Work with entrepreneurs who miss a payment to understand why they are late, problem solve how they might get back on track, and recommend additional technical assistance or mentorship as needed.

Other Duties: Perform other duties as assigned. Work with the Capital Manager on special organizational projects as the need arises. Be a supportive team member to the Programs Team and other departments in the organization.



Application Process Interested applicants should send a cover letter and resume to jobs@rmmfi.org with the subject line “Capital Coordinator”. Applications accepted until the position is filled.

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

