



Director of Lending Position Description

Reports To: Executive Director
Supervises Over: None
Hours: Full Time
Classification: Nonexempt
Salary: DOE
Location: Remote and/or Eagle Butte, SD

Job Summary

The Director of Lending is in charge of day to day operations that involve loan making. From initial intake, to underwriting and loan follow up, the Director of Lending will oversee all of the portfolio.

Duties and Responsibilities

The Director of Lending's duties include, but are not limited to, the following:

- Analyze applicant's financial readiness and provide financial literacy training and loan assistance to clients based on their needs. Work with clients in sensitive situations. Underwriting applications. Closing loans with clients and ensuring completion of file pre and post closing. Follow up loans with check ins and annual financial reviews.
- Technical reading and writing. Input data into loan servicing software correctly and maintain client records and files. Follow all policies and procedures, and confidentiality agreements. Conducts quarterly reports and evaluations on the portfolio.
- Works closely with the whole Loan Staff to coordinate duties and ensure that deadlines and requirements are met.
- Develops, implements and maintains procedures within the loan department. Tracks deployment and the different loan funds within the loan portfolio.
- Tracks pre and post closing key performance indicators and development.
- Pull and prepare reports. Update the Loan Pipeline and send it to the appropriate parties. Works closely with the Loan Committee and attends the quarterly meetings.
- Leads growth and diversification through recommendation of new products, providing sector analysis, and identifying new opportunities, in coordination with the Loan Committee and Executive Director.
- Works closely with the Executive Director on growth goals and Loan Department development.
- Travel when needed.

Minimum Qualifications

- Knowledge of lending and the agriculture industry. Experience with Native Communities and Economic Development is preferred.
- Experience with agriculture lending.
- Financial analysis skills.
- Ability to travel to meetings, conferences and trainings.
- Customer service and the ability to act professionally.
- Self driven work ethic. Ability to manage goals and follow plans.
- Familiarity with computers and willingness to learn new software.
- Effective communication.
- Flexibility to learn and adapt in a changing environment.

Akiptan offers an exceptional benefits package. This position is open until filled. Please send your resume, references and letter of interest to Skya at skya@akiptan.org. All questions can be directed to Skya at her email or via phone call at 605-964-8081.

