NORTH CENTRAL NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT

Employment Opportunity

JOB TITLE Disaster Recovery Coordinator: Loan Officer

JOB DESCRIPTION
This position will process NCNMEDD loans for small businesses recovering from the impacts of the coronavirus pandemic. Work will be focused in NCNMEDD's eight county region of Santa Fe, Rio Arriba, Los Alamos, Taos, Mora, Colfax, San Miguel and Sandoval counties.

DUTIES & RESPONSIBILITIES

Duty	Percent of total
Loan application intake, processing, approval and closing	60%
Borrower assistance	20%
Portfolio management and reporting	10%
Training on recovery, business and economic development resources	10%

This is a full-time, temporary (24-month) position managed from the NCNMEDD Santa Fe office. Actual work will occur in the Santa Fe office, in communities within the NCNMEDD region and from remote locations. Applicants may be independent contractors (with no retirement or health benefits) or temporary employees (with retirement and optional health benefits).

NCNMEDD is seeking a highly motivated, proactive, responsible individual for Disaster Recovery Coordinator—Loan Officer. Advanced office skills, good project and time management and excellent communication skills are required. The position requires an understanding of commercial lending, loan products and small business needs.

EXAMPLES OF WORK PERFORMED

- Processes NCNMEDD loan applications for businesses in the NCNMEDD region. This includes micro-loans for businesses impacted by the coronavirus pandemic as well as larger loans available through NCNMEDD's established Revolving Loan Fund.
- Works with banks, impact lenders and Community Development Financial Institutions (CDFIs) to source deals and structure participation agreements.
- Responsible for loan portfolio maintenance and reporting on loans to the U.S. Economic Development Administration (EDA).
- Holds workshops and trainings for businesses.
- Refers businesses to resources appropriate to their needs, including other loan and grant programs.
- Collects and analyzes information.
- Contributes to NCNMEDD's online Recovery Resources Center.
- Coordinates effectively with federal, state and local governments and business entities.
- Provides current information to the Executive Director as necessary.
  Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD.

QUALIFICATIONS AND SKILLS REQUIRED

- Bachelor's degree in finance, business or related field and experience with loan products and/or commercial lending.
- Advanced office and computer skills, including MS Word, Excel and Power Point.
- Ability to make good sound judgment decisions.
- Ability to assess and prioritize multiple tasks and projects.
- Ability to establish priorities.
- Knowledge of federal, state, and local regulations and policies.
- Experience with budgeting principles and practices.
- Ability to work and perform in conflict/crisis environments.
- Knowledge of program planning concepts, principles, and practices.
- Possesses strong analytical and problem-solving skills.
- Possesses excellent oral and written communication skills.
- Maintains effective working relationships with NCNMEDD staff, contractors, and Board members.
- Demonstrates behavior that maintains the organization's credibility, integrity, and positive image in the community.

SUPERVISORY RESPONSIBILITIES

This position does not require any supervisory responsibilities.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

TRAINING

Applicants are expected to participate in ongoing training regarding federal, state, local and other resources for small businesses, especially resources intended for recovery from the coronavirus pandemic.

DECISION-MAKING

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

Reports to the Executive Director and interacts with NCNMEDD employees and contractors, New Mexico state agencies and staff, federal agencies and staff, state and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT
NCNMEDD has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of the North Central New Mexico Economic Development District and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION DETAILS
Salary commensurate with qualifications and experience.

Candidate selected for full-time employment must successfully complete all pre-employment requirements prior to commencing employment.

Complete NCNMEDD Employment Application online on NCNMEDD website www.ncnmedd.com. Attach a letter of interest and indicate if you are applying as an independent contractor or temporary employee in your cover letter.

For more information, contact Monica Abeita, Executive Director, NCNMEDD at ncnmedd@ncnmedd.com or 505-356-9588.

Application Deadline: Until Filled