

Position: Small Business Lending Director**Employment Status: Full Time, \$125,00- \$140,000 Exempt****Position Summary:**

The director of small business lending reports to the executive director and the position has 5 direct reports. This role is key in the department's strategic direction, ensuring financial growth and stability and ensuring the loan portfolio meets performance and mission-aligned objectives. This role will oversee all aspects of Nectar's small business lending program, including developing and implementing lending program strategy, managing loan products, and portfolio management. The director of small business lending is responsible for loan policies and systems, business development, and collaborating with the executive director in relationship-building. The primary responsibility of this position is to develop and manage a healthy loan portfolio that is responsive to the needs of the communities that Nectar serves and seeks to support with capital.

Schedule & Work Location: 40 hours worked regularly between Monday - Friday 9-5 pm. Evenings and weekends may be required. The majority of the work must be on site (either at Headquarters at 50 Island Street, Lawrence, MA, or in the field) with room for some remote work as approved by your supervisor.

Key Responsibilities of the role include:**Loan Origination & Portfolio Management:**

- Responsible for Nectar's small business/pre-development loan origination & underwriting process and oversight, monitoring of loan portfolio, refining and implementing loan policy and procedures, including collection.
- Responsible for carrying out primary underwriting of the more complex small business loans each year.
- Oversee the overall small business underwriting process to ensure a thorough assessment of businesses' financials and risk levels, in alignment with Nectar Community Investments standards, while ensuring compliance.
- Coordinate and manage all activities of the small business, pre-development, and equity investments Nectar Loan Committees and ensure appropriate follow-up after loan approval.
- Lead strategy to develop and balance innovative approaches through loan products, complex small business loans, and small business financing options, while ensuring fiduciary responsibility.
- Oversee localized and geographic loan funds (city-based) in collaboration with local banks, providing capital through Nectar Community Investments to support small businesses and stimulate community economic development.
- Develop and execute a comprehensive pipeline strategy to foster client relationships, grow market presence, and drive deal flow.



Risk Management & Reporting:

- Establish, refine, and monitor key metrics to track loan performance and identify potential risks early on.
- Responsible for highlighting any at-risk or non-performing loans, and detailing mitigation strategies and potential impacts. Ensure reporting includes key metrics such as delinquency rates, loan loss reserves, and overall portfolio risk, enabling informed decision-making and proactive management of loan quality.
- Design and implement a system to gain customer feedback.

Management:

- Working with the executive director, responsible for setting the lending program annual OKRs.
- Manage lending team, including lending pipeline development and progress tracking.
- Collaborate with Marketing to develop, implement, and report on annual lending marketing and outreach plans.
- Assist the executive director and CFO as needed, in building and maintaining effective relationships with capital partners and funders.
- Actively support training and development of lending staff focused on improving and executing underwriting standards, business analysis, and risk management.

Minimum Requirements:

- 10 years of proven experience in commercial and small business lending, portfolio management, and risk assessment, with a focus on diverse and inclusive lending practices.
- Bachelor's degree required
- Bilingual skills in Spanish required
- Demonstrated ability to develop and lead a team of entry-level and mid-level lenders in various states.
- Demonstrated leadership in developing new financial products, particularly in the small business and sustainability sectors.
- Strong understanding of underwriting principles and the ability to assess business viability and risk.
- Experience managing loan portfolios and ensuring performance aligns with organizational goals for capital acquisition.
- Excellent communication, reporting, and leadership skills.

All Nectar Community Investments employees are expected to:

- Attend staff-wide meetings and trainings
- Support the leadership with the coordination of organizational events
- Work evenings and weekends as needed
- Ensure compliance is met within scope of work
- Stay abreast of industry trends and changes
- Promote Nectar's services in the community
- Maintain a confidential environment to protect client and organizational information





About Nectar Community Investments (formerly Mill Cities Community Investments/MCCI) : Nectar Community Investments is a community development financial institution (CDFI) and community development corporation (CDC) that provides flexible growth capital, technical assistance, and strategic advisory services to small business owners and homeowners in historically disinvested communities. Our purpose is to build generational wealth to close the racial wealth gap. With our robust advice, resourced networks and capital investment, we aim to grow sustainable, thriving, and diverse communities driven by equal access and opportunity. Established in 2022 through the merger of Mill Cities Community Investments and the Foundation for Business Equity, Nectar has provided \$33.5 million in small business and residential loans, supporting more than 500 businesses and nearly 1,000 homeowners. To learn more, please visit our website at nectarinvests.org

Benefits: Our benefits package includes the following: medical, dental, and vision insurance with an employer contribution of 80%, flexible spending, dependent care spending, life insurance, retirement plan, paid time off and holidays, and access to an employee assistance program. Vacation time will accrue at a rate of 4.61 hours per pay period up to 15 days, annually, beginning on your start date with the accruals taking on the calendar year. You will be allowed to use up to 40 hours of sick time per year.

Physical Demands and Work Environment: This is mostly sedentary outside of travel in an office space. This would require the ability to sit at a desk, frequent walking, bend, or stand, as necessary.

To Apply: Email a cover letter and resume to careers@nectarinvests.org

Nectar is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulation



nectarinvests.org

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