



POSITION ANNOUNCEMENT: VICE PRESIDENT-CHIEF CREDIT OFFICER

CLOSING DATE: September 14, 2018

Earlier Submissions Encouraged

Location: Los Angeles, California

Status: Full-Time, Exempt

About Pacific Coast Regional:

Pacific Coast Regional Small Business Development Corporation (PCR) is a private, non-profit 501(c)(3) corporation in the midst of its 41st year of helping entrepreneurs take their places as vital contributors to the Southern California economy. PCR is certified as a Community Development Financial Institution (CDFI) Loan Fund by the U.S. Treasury, and carries an "A" CAMEL rating from the U.S. Economic Development Administration. Further, PCR is a Small Business Development Center (SBDC) in partnership with the U.S. Small Business Administration (SBA), making it a true "one stop" for any small business in need.

PCR uses a combination of federal, state, and private resources to fulfill its mission: the promotion of community economic development through the delivery of financial and educational services to underserved small business persons and communities. Indeed, throughout its history PCR's dedicated team of professionals has been solely committed to serving those entrepreneurs that have nowhere else to turn. That commitment has resulted in 2,936 direct and indirect loans totaling \$380.2 million; 10,340 clients counseled or trained; and 39,600 jobs created or retained. That commitment has also resulted in an organization with sound financial strength and performance. Despite these successes there is still much to be done, and PCR is up to the challenge.

About the Position:

Reporting to the President and Chief Executive Officer, the Vice President-Chief Credit Officer plans and implements all aspects of the credit and lending services offered by Pacific Coast Regional. PCR seeks a highly experienced commercial lender capable of developing a balanced loan portfolio relative to credit quality and diversity of borrowers. The successful candidate will oversee program compliance across all of PCR's loan programs while maintaining a good working knowledge of the SBA 7(a) loan program and developing new credit products/services to meet the needs of small business owners.

Key Responsibilities:

- Organize and manage all aspects of PCR's credit and lending services, portfolio development and risk management.



- Establish, monitor and ensure compliance with credit policies and guidelines for PCR in accordance with individual program requirements. Manage the planning and implementation of the lending and guarantee activities to ensure that financial services are provided to small businesses.
- Directly manage and develop up to 4 credit staff, providing guidance on loan structure and loan committee composition and management. Recommend staffing levels based on program objectives, operational plans and schedules. Motivate and monitor the progress of staff and independent underwriting consultants to meet key performance goals and objectives.
- Perform loan underwriting, working directly with individual borrowers as loan volume dictates.
- Oversee the approval, accurate documentation and collection of loans and guarantees while ensuring confidentiality and controlling access to sensitive portfolio information.
- Foster the development of loan committee members and banking relationships.
- Serve as the key internal resource for staff, clients, bankers, consultants, instructors, committee members, volunteers and other stakeholders. Conduct research, as required, and maintain a working knowledge of best practice and key trends in small business lending and development.
- Serve as a key external resource for organizational information and media responses. Develop and deliver effective presentations related to PCR's loan programs and services.
- Oversee the ongoing compilation and review of loan portfolio analysis. Finalize report content and format to display data and impact most effectively.
- Direct the preparation, development and production of major documents such as quarterly and annual loan program status reports, including the coordination of staff and consultants assigned to this work.
- Develop and manage the departmental budget. Ensure that expenditures are in alignment with the approved grants and contract requirements.
- Assist with responses related to grant applications and other funding opportunities from public and private agencies. Present written and oral proposals to potential funders. Interact with funding agencies and strategic partners to obtain resources for PCR and its programs.
- Establish and maintain an appropriate network of professional contacts with expertise in the field of community economic development and small business finance. Maintain membership in professional organizations. Attend and represent PCR at meetings and conferences, as appropriate.
- Perform additional duties as assigned by the President and CEO.



Qualifications:

- A minimum of six years of management and credit experience in commercial banking and/or small business lending.
- A Master's Degree in Accounting, Business, Economics or Finance. Experience in excess of the minimum requirement will substitute for an advanced degree.
- Experience that demonstrates the proven ability to develop and manage a high-performing team of staff and consultants to produce quantitative results.
- Significant experience within the nonprofit sector and communities of color – strong connections to Los Angeles County preferred.
- Experience with loan portfolio management, analysis and reporting.
- A track record of successfully securing grants and contracts from private and government sources to support loans and/or loan guarantees to small businesses.
- Broad knowledge of best practices and emerging trends in the fields of Community Economic Development and Small Business Lending, including the SBA 7(a) loan program.
- Strong verbal, writing and editing skills with the demonstrated ability to deliver internal and external presentations, produce reports and build relationships among diverse individuals, small business owners and strategic partners.
- Ability to adapt, be creative, be flexible and thrive in a small, hands-on yet growing environment.

COMPENSATION & BENEFITS:

Competitive salary including a generous benefits package with health, dental, vision, life insurance and a retirement plan.

APPLICATION INSTRUCTIONS:

To apply, e-mail a cover letter, resume and a list of three references to: PCR@walkeraac.com

- E-mail applications are required – Use the Subject Line: Vice President – Chief Credit Officer
- Documents should be Microsoft Word or PDF files only (PDF files are preferred)
- Resume review will begin immediately
- Questions: Contact Jeannine Walker, Walker and Associates Consulting, at jwalker@walkeraac.com

Pacific Coast Regional does not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, size, sex, sexual orientation, marital status, disability, or any other characteristic protected by law. Pacific Coast Regional is an employment-at-will company.