



## JOB DESCRIPTION

**Position Title:** Fund Manager  
**Classification:** Exempt  
**Reports to:** CFNMD Board of Directors

### POSITION SUMMARY:

The Fund Manager is an employee of The Community Fund of North Miami Dade, Inc. (CFNMD), a Community Development Financial Institution (CDFI) certified through the U.S. Department of Treasury since 2003 that serves as an affiliate of Opa-Locka Community Development Corporation (OLCDC).

Since its inception, CFNMD has utilized resources derived from the public and private sectors to assist directly and indirectly distressed and low wealth communities. This has been accomplished through a program of lending and investing in small businesses, real estate development projects and other commercial enterprises which are undertaken for the revitalization of neighborhoods and communities. The CFNMD will be engaged in the provision of technical assistance and lending to businesses with limited credit and/or collateral required to obtain traditional financing.

The Fund Manager is responsible for overall management of the Loan Fund. The Fund Manager aligns lending operations to meet the strategic goals of the organization and is responsible for meeting goals related to loan growth, earned revenue, mission fulfillment, and portfolio management.

### SPECIFIC DUTIES AND RESPONSIBILITIES:

- Maintain a strong relationship with current and potential investors
- Conduct group presentations and one-on-one meetings and develop other marketing techniques to increase the amount of investments into the fund
- Work with financial institutions and interested donors on creative approaches to grow the fund
- Maintain a high percentage of investor renewals
- Apply for grants (capital and operating) at private and public foundations, corporations, and government
- Supervise and train loan fund staff, interns, and volunteers
- Maintain updated loan policies and procedures
- Market the fund to investors
- Help initiate loan applications and coordinate process with CRF
- Negotiate loan structure
- Prepare analyses and reports on the loan portfolio performance, in collaboration with CRF
- Participate in the preparation and administration of operational budgets
- Ensure compliance with all applicable rules and regulations
- Explore new income opportunities and develop lasting community partnerships

- Facilitate the work of the Board of Directors and committees
- Work closely with OLCDC management team on the financing of real estate projects
- Stay updated on new product design and industry best practices
- Explore opportunities for new initiatives

#### QUALIFICATIONS:

- Bachelor's degree in related field required; Master's in business and/or community development preferred
- Minimum of 3 years program management and supervisory experience
- Experience in small business lending operations demonstrated experience with residential and commercial lending; nonprofit and/or government community development lending and/or finance experience a plus
- Ability to set and meet deadlines and manage several projects simultaneously.
- Demonstrated knowledge of project management tasks and implementation.
- Manage time strategically improving efficiencies.
- Must be able to work independently and as part of a team.
- Flexibility and a "can-do" attitude are musts.
- Willingness to learn and take on new challenges.
- Able to supervise staff and build a strong team.

To apply send cover letter and resume to [grizelubarry@gmail.com](mailto:grizelubarry@gmail.com)

