



Neighborhood Development Center

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BUILDING NEIGHBORHOOD ECONOMIES FROM WITHIN



Loan Portfolio Manager November 2018

Neighborhood Development Center (NDC) is a non-profit organization that offers business training, loans and technical assistance to inner-city entrepreneurs in Saint Paul and Minneapolis. NDC's mission is to improve neighborhood economies by developing the talents of micro-entrepreneurs within their own communities. NDC has trained more than 4,500 people to date (80% of who are person of color.) We currently have approximately 500 alumni in business.

NDC places a strong emphasis on accountability, adaptability and commitment to working closely with clients to help overcome obstacles and barriers. NDC's work relies upon collaboration and strong personal relationships. These values drive our policies, programs and personnel.

NDC is a small, friendly, busy office with a fast-paced work environment that requires employees to be innovative, entrepreneurial and willing to tackle a wide variety of tasks. Successful employees will have a passion for helping entrepreneurs and an eagerness to engage in the communities where we work.

This position is responsible for managing NDC's loan portfolio and providing general support to the Loan Department.

Major Responsibilities include:

- Organizing documents and loan committee logistics for loan committee meetings
- Taking and distributing loan committee minutes
- Maintaining borrower data in NDC software
- Preparing loan closing documents and perfecting collateral
- Tracking insurance and gathering annual tax returns of borrowers
- Coordinating loan collections process
- Providing general support to the loan department

The successful candidate is likely to have several of the following:

- Technical strength with Excel, Microsoft Word, and math
- Minimum of one year work experience processing loan applications or providing clerical support to a community based or commercial lending institution.
- Excellent organizational skills and the ability to handle multiple tasks and deadlines
- Excellent oral and written communication skills
- Eagerness to take on extra tasks as necessary to accomplish organization's mission
- Bachelor's degree in business administration, accounting, banking, community development, urban studies, or related discipline preferred
- Bilingual or familiarity with Hmong, Somali, Latino, Oromo, African American or Native American cultures strongly preferred

To apply for this position, please send cover letter, resume and salary requirement to HR@ndc-mn.org or mail to NDC, Human Resources, 663 University Ave. #200, St. Paul, MN 55104.