



**Wisconsin Native Loan Fund, Inc.  
Position Description**

<b>Position:</b>	Lending, Compliance & Development Officer
<b>Reports to:</b>	Chief Executive Officer
<b>Salary:</b>	Salary commensurate with experience
<b>Status:</b>	Full-time salaried position (90 day probation period)
<b>Location:</b>	Lac du Flambeau, Wisconsin/potential telecommute
<b>Deadline to apply:</b>	February 23, 2018

**Major Duties:**

- Loan underwriting and loan closings with clients.
- Loan portfolio data entry and management.
- Marketing loan products and services to potential borrowers.
- Create and maintain client data and files.
- Impact data tracking.
- Collections process for delinquent clients.
- Development, coordination, and deliverance of financial education classes, workshops, and one-on-one financial counseling.
- Data entry and maintenance of accounting records of clients.
- Assist with data collection and compliance for grant-seeking and fundraising.
- Client intake and communication.
- Update/maintain website as needed
- Answering phones, obtaining mail, customer service, other day-to-day tasks
- Writing letters, memos, emails and other correspondence as necessary.
- General office duties including light cleaning, lawn and sidewalk maintenance.
- Attend training/travel as required. Other travel outside of Wisconsin as needed for conferences, cohorts, meetings, etc.
- Travel to Wisconsin Indian Reservations on an intermittent basis.

- Represent the organization in a professional manner at all times.
- Other duties as assigned.

**Minimum qualifications:**

- Associate's degree in business, finance, accounting, or other related field, and/or an equal amount of experience of demonstrated leadership and lending, finance, accounting, or administrative capability
- Minimum of two years of experience in lending and/or collections to consumers or relevant experience
- Experience in client development/teaching skills is preferred
- Experience in administration/office management
- Strong written and verbal communication skills
- High ethical and professional standards. Confidentiality in all matters.
- Attention to detail.
- Skill or the ability to learn computer software including, Microsoft Office to include Word, Excel, Outlook, and PowerPoint, accounting software ie. Quickbooks, and loan portfolio software.
- Ability to efficiently manage multiple projects with accuracy.
- Self-motivated with the ability to work independently.
- A valid driver's license, reliable transportation and automobile insurance are required.

To apply for this position please forward your resume and cover letter to:

Fern Orie, Chief Executive Officer at [fern.orie@winlf.org](mailto:fern.orie@winlf.org)

Please contact Fern Orie at 715-614-4840 for any questions.

\*Indian preference in hiring.

*Wisconsin Native Loan Fund, Inc. is a non-profit 501(c)(3) Native Community Development Financial Institution revolving loan fund. Wisconsin Native Loan Fund, Inc. provides affordable loans and financial education to Wisconsin Native communities.*