**Organization:**
The Latino Economic Development Center (LEDC) is a nonprofit organization that provides economic opportunities for Latinos in Minnesota by offering ongoing technical assistance, access to lending capital, and training employees in new skills and technologies. LEDC has been engaged in this work for nearly two decades, and as a Community Development Financial Institution (CDFI), can raise capital from a wide range of philanthropic, corporate, and governmental sources to then invest consistent with the mission, goals, and activities described above.

**Position:** Lending Program Assistant  
**Responsible to:** Lending Program Director  
**Employment Classification:** Exempt

**Job Summary:**
The Lending Program Assistant is responsible for assist in administering all aspects of the loan program including analyzing financial data related to loan requests, preparing loan invoicing, proper recording of payments, file maintenance perfecting collateral, and following up with borrowers regarding financial information and payments.

**Duties and Responsibilities:**
Perform specific lending duties as identified by LEDC’s Lending Program Director. Support LEDC’s strong relationship culture through ongoing customer contact, quality customer service, and superior services knowledge.

- Responsible for evaluating loan application documents to insure accuracy and completeness. Performing risk assessments on potential loan recipients based on credit rating, borrowing history, and other specific risk factors.
- Responsible for the safekeeping of all loan required documents in the files.
- Loan software management (Registering transactions, updating and maintaining the loan database in Downhome Solutions).
- Responsible for preparing financial and social performance reporting for lenders.
- Responsible for keeping track of the funds available to lend and the specific lender’s conditions.
- Drafting loan closing documents, as requested.
- Perfecting collateral after loan closing to process filing UCC at Secretary of State, register of mortgages, liens on vehicles).
- Responsible for lending routine transaction functions including loan invoicing, proper recording of payments, and following up with borrowers regarding financial information and payments.
• Establishing relationships with borrowers to ensure that loan payments are made on time and as agreed contractually.
• Collecting and reviewing borrower’s financial statements and tax returns.
• Assist prospective borrowers explaining the different type of loans and credit options available, as well as the terms of those products.
• Marketing the program in both the metro area and outstate by establishing relationships with friendly commercial bankers and other community lenders.
• Engaging with business owners, local chambers of commerce, local banks and nonprofit community lending partners, governmental agencies and others to inform them of LEDC’s lending and technical assistance program.
• Working alongside the Business Development team to build loan packages to present to the loan committee and, if needed, to banks and other community lenders.

Skills and Qualifications:
• A relevant bachelor degree in Accounting, Finance, Economics, Public Administration, or a closely related field.
• A relevant course of study and a minimum of three years of related experience including a full understanding of basic accounting and finance principles.
• Ability to communicate fluently in Spanish and English
• Experience and high level of proficiency using Microsoft Office and Teams.
• Able to interact with people in a manner which shows sensitivity, respect and professionalism
• Ability to communicate effectively orally and in writing
• Ability to work with a high level of accuracy and attention to detail
• Moderate physical effort, with intermittent lifting or carrying limited to no more than 50 pounds
• Ability to work under own initiative in a fast-paced environment, where interruptions are frequent and the ability to multi-task and set priorities are necessary.
• Basic knowledge to analyze applicant’s business and personal financial statements and tax returns.
• Preferred experience with QuickBooks Online and Downhome Solutions software.

Required Abilities:
• Be a self-starter who can work with no or minimal supervision and be comfortable in an evolving nonprofit environment
• Work with diverse personalities and backgrounds
• Comfortable meeting with clients to assist with loan information.
• Be collaborative by nature, possess emotional intelligence, empathy, and patience
• Commitment to helping small business owners succeed and a passion for the mission of LEDC
• Job involves normal physical requirements for an office position. EOE/ADA Compliant.
• Ability to travel within Minnesota and out of State of Minnesota for work and training purposes.
Salary - $50,000 plus benefits (health, vision, dental, flexible time off, FSA, etc.)

To apply: send a resume and optional cover letter to Andres Salinas Sanchez at careers@ledcmn.org

Latino Economic Development Center
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