About Mni Sota Fund
Mni Sota Fund is a certified Native Community Development Financial Institution. Mni Sota Fund’s mission is to promote training and access to capital to promote home ownership, entrepreneurship, and financial capabilities among American Indian families, in addition to individuals throughout the State of Minnesota through the provision of development services and financial products.

Position Title: Director of Lending
Reports To: Executive Director, Mni Sota Fund
Job Level: Exempt
Hours: Full Time
Salary Range: $70,000 – 75,000

Job Summary
This role leads Mni Sota Fund’s lending services, which includes 1) personal loans to support Native American borrowers as they repair and build their credit / improve their overall financial wellness, and 2) business loans to support Native entrepreneurs to launch and/or grow their businesses. The role is generally structured with the following areas of focus:

- **Lending Services (90%)** – Plan and execute all operational activities related to the organization’s lending activities including but not limited to Underwriting, Servicing, Collections, Reporting, Lending Software Management, Loan Decisioning, and Loan Committee Coordination.
- **Other Responsibilities as Assigned (10%)**

Mni Sota Fund
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Director of Lending

Mni Sota Fund – Job Description

Duties & Responsibilities

This role will be tasked with the following responsibilities:

Organizational Leadership Activities

- Lead loan fund program policy development, process design, and program implementation
- Coordinate with staff throughout the organization to ensure that loan policies and procedures are effective, reliable, and focused on community impact
- Represent the organization by attending community and industry events to enhance the strategic initiatives and relationships of the organization
- Collaborate with the Executive Director to prepare reports about the organization’s lending activities
- Collaborate with MSF bookkeepers to ensure loan files are accurate and integrated with our financial reports

Oversee & Execute All Lending Activities

- Conduct all lending activities to ensure that capital is responsibly and impactfully deployed to Native individuals and businesses. This includes:
  - Guide borrowers through the loan process from inquiry to full loan repayment
  - Gathering underwriting materials and information from borrower
  - Partner with relevant MSF coaching staff on their clients’ loan applications
  - Analyze underwriting materials to form recommendations and present loan packages to our Loan Committee
  - Close each loan using the relevant closing documents
  - File liens according to approved terms of each loan
  - Disburse funds to borrowers according to finalized loan agreements
  - Service monthly loan payments according to approved terms
  - Communicate with and support borrowers who miss payments to ensure they are able to get back on track with their amortization schedule
  - Collect collateral from borrower that have defaulted on their agreement
  - Maintain accurate files in MSF software databases
  - Assess and evolve loan policies and procedures to ensure our capital continues to be accessible and impactful
**Director of Lending**

Mni Sota Fund – Job Description

**Lead and develop the Loan Fund team**
- Mni Sota Fund will be expanding all departments in 2024 and 2025. The Director of Lending will hire, train, and lead the Lending Department
- Foster a culture of collaboration, service, and community

**Minimum Qualifications for Consideration –**
- Minimum Bachelor’s degree in Business, Finance or equivalent experience.
- Experience underwriting personal and/or business loans
- Experience in working with and learning to navigate complex software databases (Preferred software experience: DocuSign, LenderFit, Down Home Loans, Excel and Quickbooks.)
- Ability to help prospective borrowers develop viable business plans, directly and through referrals to other resources. Ability to communicate clearly and effectively with individuals and groups.
- Responsive to the needs of our clients. Ability to work with people from varied cultural, economic and educational backgrounds.
- Knowledge of American Indian culture and experience working in urban American Indian communities.
- Position requires someone who is creative, flexible and a team player. Applicants must be able to multi-task and must be a self-starter.

**Note:** The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.

**To Apply**
Submit Resume with Cover Letter

To: info@mnisotafund.org

**Subject Line:** Director of Lending