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SOUTHEAST ALASKA REGIONAL DEVELOPMENT ORGANIZATION

Southeast Conference - Revolving Loan Fund Manager and Compliance Officer

Under the general direction of the Executive Director, this position coordinates, administers, and manages the partnerships and development of the SEC- AMC revolving loan fund program. This position plays a vital role in promoting, overseeing and managing the evaluation, approval, disbursement, and monitoring of loans to mariculture businesses throughout coastal Alaska, growing jobs in underserved and Alaska Native communities while growing the mariculture industry in the State. The officer will work closely with partner financial organizations, as well as with mariculture training programs, the SEC RLF Loan Officer, and potential borrowers to ensure successful communications, monitoring, compliance and functioning of the Revolving Loan Fund. The officer will also coordinate the meetings of the RLF advisory and loan approval committees, ensuring the responsible use of funds and informed decision making.

Key Responsibilities:

RLF Management

- Advises the Executive Director and Board of Southeast Conference concerning the Revolving Loan Fund and mariculture development in the State of AK.
- Coordinates and conducts the operations and activities of the AMC-RLF Loan Approval Committee and the Culture, Science and Environment Advisory committee. Maintains and builds partnerships with outside financing organizations and mariculture operators to support successful growth and supply chain development for the AK mariculture industry.
- Prepares and reviews budgets and monitors expenditures. Completes RLF administration and reporting tasks regularly, including gathering metrics on jobs created through the RLF's activities.
- Ensures that all loan documents presented for approval to the AMCRLF Loan committees are complete and compliant with the administrative plans and agreed procedures for the AMCRLF.
- Keeps immediate supervisor and others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Performs other duties as assigned.

RLF Communications and Deployment:

1. Actively engages with industry stakeholders, potential partner organizations, and communities to promote the revolving loan program and identify potential borrowers.
2. Communicates with and manages relationships and reporting with partner financial organizations receiving collateral support investments.
3. Creates connections to business assistance and technical advisory services, including specific services and organizations working with Native and underserved populations.
4. Attends meetings, conferences and workshops, and reviews publications to become and remain current on the principles, practices, and new developments in assigned work areas.
5. Responds to questions from citizens, media, elected officials, and others in a courteous and timely manner.
6. Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of operations and activities.
7. Regularly Liaises with legal and accounting teams for reporting and documents related to set up and manage fund functions.
8. Prepares documents for and managing meetings of the Loan Approval Board and the Culture, Environment, and Science Advisory Committee for the AMCRLF



Knowledge, Skills & Abilities:

Knowledge of: mariculture and fisheries industries; lending and credit operations; small business operations and financing; compliance and reporting on economic development programs; Southeast Alaska mariculture and supply chain issues for perishable goods, including infrastructure needs; communities in Southeast Alaska; loan and grant application and administration; and project management.

Skills in: oral and written communication; operate a personal computer using standard or customized software applications appropriate to assigned tasks; creating presentations in Power Point or other presentation software platforms; and grant development and management.

Ability to: create and maintain professional networks that cross a wide diversity of organizations; communicate well with others, both orally and in writing, using both technical and non-technical language; use logical and creative thought processes to develop solutions; prepare contract specifications and scope-of-work descriptions; prepare and present accurate and reliable reports containing findings and recommendations; organize and direct the activities of contractors; develop and implement long-range plans; manage grant projects and expenditures; handle confidential employee and administrative information with tact and discretion; understand and follow oral and/or written policies, procedures and instructions; perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology, integrity, ingenuity and inventiveness in the performance of assigned tasks.

Desired Qualifications:

Education: Bachelor's Degree in any field; or progressively responsible professional experience commensurate with the education conferred by a four-year degree.

Experience: Any equivalent combination of experience, education, and training which provides the knowledge, skills, and abilities necessary to perform the work.

Business and Financial education or experience preferred. Knowledge of the basic understanding of mariculture (seaweeds or shellfish) is preferred but not required.

Organization Description:

Established in 1958, Southeast Conference (SEC) is the state and federally-recognized economic development district for Southeast Alaska. SEC works collaboratively with municipal, Tribal, and business leaders to advance regional economic and community development priorities. Our work has been focused on regional transportation policy and infrastructure; sustainable affordable energy for all Southeast Communities; support for our mariculture, fishing, and fish processing industries; sustainable food security; and workforce development. We have a 13-member, volunteer Board of Directors and more than 200 member organizations & individuals spread through Southeast Alaska.

Compensation and Benefits:

This is a grant-funded position that can be extended based on continued funding support. The position is a full-time salaried position, eligible for benefits including leave, 401K retirement account, holidays, and health insurance. For employees outside of the Juneau area, Southeast Conference offers the option of remote work. Salary competitive DOE.

Application Process:

Interested applicants should send an email to robert@seconference.org with a resume and cover letter attached in pdf format. Applications accepted on a rolling basis with the position open until filled. Salary will be dependent on experience.