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SOUTHEAST ALASKA REGIONAL DEVELOPMENT ORGANIZATION

## **Southeast Conference - Revolving Loan Fund Officer**

Under the general direction of the Executive Director, this position originates, underwrites, and monitors direct loans made to mariculture businesses in the State of Alaska under the SEC- AMCRLF program. This position plays a vital role in promoting, managing the underwriting, 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 Loan Officer will work closely with SEC partner organizations, mariculture training programs, the SEC RLF Loan Fund Manager and Compliance Officer, and potential borrowers to ensure successful disbursement, compliance and functioning of the Revolving Loan Fund to qualified businesses. This position is intended to be part time initially but may evolve into a full-time position, if work flows demand.

### **Key Responsibilities:**

- Originating Loans with qualified mariculture businesses in the State of AK
- Loan processing, including the review of applications, conducting credit analysis, conducting business review, collateral verification and appraisal, preparing loan documentation, and final recommendations to the SEC Loan Committee.
- Presentation of loan documents and recommendations to the SEC Fund Manager and other relevant committees and officers of the SEC. 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.
- Resolving and reporting back on any elements of the loan required for final compliance checks of the SEC, including environmental reviews, permitting verification, etc.
- Servicing all loans deployed including monitoring repayment activities, referring troubled loans to the appropriate technical assistance provider, administering loan collections, and handling defaulted loans and foreclosures. Communicating on a timely basis with the AMC RLF Loan Fund Manager around any missed payments, early repayments, or other changes to expected performance of each loan.
- Appropriate financial record keeping.
- Responds to questions from citizens, media, elected officials, and others in a courteous and timely manner.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of operations and activities.
- Regularly Liaises with legal and accounting teams for reporting and documents related to the set up and managing of loan monitoring and fund functions.
- Prepares documents for 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 application and administration; and project management.

## **Desired Qualifications:**

Previous financial and credit experience is required for this position. Experience underwriting and monitoring loans to small businesses is preferred. Knowledge and basic understanding of mariculture (seaweeds or shellfish) is preferred but not required.

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.

## **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 part time position with remuneration based on time and performance. Hourly or daily wages will be commensurate with experience.

## **Application Process:**

Interested applicants should send an email to [robert@seconference.org](mailto: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.