

LOAN PROGRAM OFFICER AND MANAGER

Come join our team!

The Greater Portland Council of Governments (GPCOG) is seeking a Loan Program Officer and Manager to oversee and manage its existing revolving loan programs, CDBG funds, and community funds for business assistance.

The Loan Program Officer and Manager is responsible for managing GPCOG's existing revolving loan funds, CDBG funds, and community loan funds for business assistance. They will serve as point person for the program and provide customer service to prospective and active applicants. They are responsible for the technical work in making loans and grants to business owners using federal, state and local funding, and spearhead the entire loan process from application to intake, to loan closing, to distribution of payments, to loan payoff or forgiveness. Information will be stored and maintained in an internal database and file.

The Program Manager will perform outreach and be a liaison to businesses, local government, agencies, organizations, and the community. They will also collaborate internally with GPCOG staff to explore program expansion to meet community needs in the region, and deliver on agency and region-wide resilience goals, racial equity, social and environmental justice goals in cooperation and collaboration with other GPCOG staff.

We seek a Loan Program Officer and Manager who has:

- Experience with loan program management, business assistance and support, loan processing, data tracking and reporting, promotion and outreach, and program expansion, especially those incorporating racial equity, social and environmental justice principles.
- Strong skills in word processing, spreadsheet, and database applications.
- Demonstrated ability to accurately maintain expenditure records and accounts.
- Experience working with and managing federal funds and/or loan portfolios.
- Outstanding written and oral communication skills.

Skills and abilities in the following areas are a plus:

- Strong public engagement and presentation skills.
- Experience with local government.
- Loan underwriting.

The successful candidate also will have at least two years' relevant professional experience, a bachelor's degree in business administration, finance, public administration, or other related discipline from an accredited college or university, a driver's license, and the ability to attend night and weekend meetings as required. GPCOG seeks candidates with lived experience as a member of a community of color and/or other vulnerable population working to advance equity and justice.

About GPCOG

GPCOG serves as federally designated metropolitan planning organization, the regional Economic Development District, and state designated regional planning agency supporting close to thirty member towns and municipalities throughout the greater Portland region. As Maine's economic center, Greater Portland is an exciting region in which to work and live. GPCOG's loan programs, and the community loan programs it administers seek to advance sustainable prosperity for all in the Greater Portland and Lakes Region, incorporating principles of racial equity, social and environmental justice in its work to do so.

We offer a comprehensive benefits package, competitive salary, and a fun, flexible and creative working environment. We are an equal opportunity employer, committed to representing the region's diversity in our staff and creating a positive, inclusive workplace where all can thrive. People of color, veterans, and people with disabilities are encouraged to apply.

How to Apply

Interested candidates should submit a cover letter and resume as one electronic document. The cover letter should include the candidate's minimum salary requirements and answer the question, "Why do you want to work with us?" No phone calls please. Applications will be considered on a rolling basis, with review beginning August 24, 2020 and continuing until the position is filled to:

Ms. Victoria Pelletier at vpelletier@gpcog.org
Email subject line: Application for Loan Program Officer and Manager
