Texas Community Capital
Leading • Lending • Leveraging

Community Finance Program Manager

Location: Austin, TX

Texas Community Capital is a Texas born, nationally active, certified non-profit CDFI. Our purpose is to invest in activities and support organizations dedicated to preserving and improving their community's resilience and vitality through service to low- and moderate- income families and individuals. Texas Community Capital (TCC) is seeking qualified applicants to support our partners and expand our lending activities in Texas and nationally.

About Texas Community Capital

TCC is a certified nonprofit Community Development Financial Institution (CDFI) and community loan fund. Formed in 2004, we fulfill our mission by managing a network of 19 franchised small dollar loan lenders in Texas and eight other states, doing business as the Community Loan Center of America (CLCA). TCC also provides lending capital to these CLC franchises and can lend for other purposes that fulfill our mission, including but not limited to small business development, capacity building, and affordable housing.

Job Description

TCC is seeking a Community Finance Program Manager ("the Manager") to support our partners in the Community Loan Center, market and promote the CLCA and other TCC lending programs, manage performance reporting, represent TCC and CLC at conferences and public events, and support the sustainable growth of TCC and the CLCA network. The Manager must be able to work independently, and in cooperation with our partners, while reporting to the TCC Administrator and Governing Board of Directors.

The primary tasks involved in this position include:

- Marketing the program to prospective CLCA lenders, both in Texas and nationally;
- Reviewing applications from prospective CLC lenders;
- Recruiting, training and providing technical assistance to CLCA lenders;
- Supporting CLCA Lenders by promoting the program to employers, associations, and others to help grow the program;
- Coordinating activities, meetings and events for CLCA lenders; and
- Supporting the Board and TCC Administrator in fund raising efforts.

The Manager also facilitates TCC lending activities, which involves making loans to CLC local lenders, as well as loans to affordable housing developers. The Manager will underwrite loan applications, service existing loans and report on lending activities to the TCC Board. The Manager will also assist in raising additional lending capital and submitting reports to the U.S Treasury's CDFI Fund to maintain TCC's certification.

Knowledge, Skills and Abilities

-Understanding of federal community development programs and Community Development Financial Institutions is desirable.
-Strong communication skills and a highly organized approach to workflow management.
-Strong analytic and math skills as applied to lending and research, with intermediate to advanced knowledge of Excel or other data/reporting tools.
-Ability to work collaboratively with diverse groups and to adhere to a self-directed work plan.
-Work with local CLCA lenders to recruit participating employers, increase lending activity, and minimize default risk.
-Market TCC's programs to seek new lending opportunities in Texas
-Experience with loan underwriting and financial statement analysis preferred
-Five Years of Experience in community development or a related field preferred

Additional Information and To Apply

-Texas Community Capital is an equal opportunity employer. TCC offers a benefits package including health coverage stipend, retirement plan, and a generous leave policy.
-Salary is commensurate with experience.

To apply

Email a resume, salary history, and cover letter to: (NO phone calls please)

Attn: Matt Hull, TCC Administrator

info@tccapital.org