**Rural Community Assistance Corporation **

3120 Freeboard Dr., Ste. 201

West Sacramento, CA 95691

**PHONE (916) 447-2854●FAX (916) 447-2878**

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| **JOB DESCRIPTION** |
| Job Title: | REF Fund Manager  | Salary Grade: | 16 |
| Status: | Exempt  | Supervisor: | Chief Executive Officer |
| Unit: | Executive | Department: | Executive Services |

*Founded in 1978, RCAC is a 501(c)(3) nonprofit that operates in thirteen western states and Pacific Islands. RCAC serves Indigenous and rural communities through training, technical and financial resources, and advocacy so low-income rural communities can achieve their goals and visions. Throughout RCAC’s history, our dedicated staff and active Board have supported positive change in rural communities across the West. Our work reflects our core values of leadership, collaboration, commitment, quality, and integrity.*

**Department:**

The executive services team supports the organization and the Chief Executive Officer (CEO) in all areas to support the achievement of RCAC’s major goals and objectives serving rural and Indigenous communities and organizations across its region. RCAC’s home office is in West Sacramento, California, however, this position may be remote, with flexibility to travel to the home office, as needed.

**General Purpose:**  The intent of the Rooted Equity Fund Manager is to oversee and manage the business and lending activities through Rooted Equity Fund, LLC (REF). REF is a subsidiary of RCAC which was created to fund loans related to special initiatives of RCAC, which are outside the underwriting guidelines of RCAC’s CDFI Loan Fund. The REF Fund Manager will also secure investments into the Fund to allow for growth of RCAC’s alternative lending activities. The initial fund activity is Rooted Relative Fund (RRF), developed by RCAC and Roanhorse Consulting, LLC (RCLLC). Core elements of the initiative were co-created with the Indigenous Advisory Council (IAC). The Rooted Relative Fund seeks to center Indigenous wisdom by co-creating a cultural relations based lending program with Indigenous leaders and practitioners to deploy equitable and patient capital to Indigenous entrepreneurs and small business founders. The fund will invest in long-term capacity and infrastructure that is led by Indigenous people for Indigenous economies.

The REF Fund Manager will be responsible for growing the Fund to at least $10 million in the next two to three years. The REF Manager will also coordinate the funding of loans with the RRF Relationship Manager and RCAC’s Loan Fund, Finance and Operations teams. The REF Manager will work with the RRF Relationship Manager to review and onboard loans originated by the Cultural Lending Catalysts (CLC), as well as Tribal partners participating in the State Small Business Credit Initiative (SSBCI) and other designated RCAC capital deployment initiatives. The REF Manager will ensure that the portfolio of loans held by REF are managed efficiently, all reporting, internally and externally is accurate and submitted timely and that appropriate data is captured and aggregated. The REF Manager will also play a key role in fundraising with the CEO, RCLLC and the RCAC Fund Development team for the Rooted Relative Fund and other REF initiatives.

*Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process. The statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all qualifications, responsibilities, duties, and skills required.*

**Job Duties and Responsibilities:**

* Grow and manage resources of REF, LLC, directly or in collaboration with the REF Advisory Committee, internal partners including Finance, Loan Fund, Grants and Contracts Administration, RRF Relationship Manager and CEO.
* Seek and secure grant and debt investments into the Fund to create a minimum $10 million balance in 2-3 years.
* Maintain relationships with investors and attract new investors in the Fund.
* Expand the Rooted Relative Fund footprint beyond Arizona and New Mexico by coordinating with RRF Manager in identifying and establishing Indigenous Led Catalytic Lending Partners in other states.
* Create and maintain a strong and collaborative working relationship with RCAC’s Loan Fund to facilitate loan closings, disbursements, loan servicing, and borrower reporting, to include all aspects of asset management.
* Become part of an internal RCAC team which is reimagining leadership, culture change and decision making to better reflect the communities we serve. Champion cultural competency within REF and RCAC, leading by example, lived experience and knowledge.
* Represent RCAC nationally to partners, funders and the public sector by promoting RCAC’s innovative lending practices and being a subject matter expert for culturally relevant lending practices.
* Collaborate and refine internal and external processes with the RRF Relationship Manager and communicate changes internally and externally to all partners.
* Review loan applications or credit analyses, term sheets, and other related documents for alignment with REF and program guidelines, as approved by the REF Advisory Committee and make recommendations for approval to CEO.
* Provide staff support to REF Advisory Committee. Assist CEO with reporting and sharing REF activities to REF Advisory Committee and RCAC’s Board of Directors quarterly.
* Ongoing monitoring and review of monthly and/or quarterly reports from CLCs.
* Present virtually or in person representing REF in various venues and opportunities.
* Coordinate with cultural lending ecosystem partners to identify and build relationships with collaborators, partners, investments, fund and community led initiatives, with a goal of increasing investment, while amplifying impact and influence in the field.
* Create and maintain processes for seamless communication, education and knowledge transfer.
* Create and identify opportunities to engage philanthropic, government, and financial institutions and other agencies in dialogues and learning journeys that increase access to resources for REF.
* Perform other duties as assigned.

**Supervision Exercised:**

None at this time, but future growth may require supervision of a team.

**Minimum Qualifications and Necessary Requirements:**

* **EDUCATION/EQUIVALENT:** Bachelor’s degree in business administration, or lending, finance, or related field plus seven years’ experience, or ten years of experience in lending, finance, investing without a formal degree.
* **LICENSE/CERTIFICATION:** Valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy.
* **EXPERIENCE:** Seven to ten years of experience (depending on education) in increasingly responsible positions, primarily focusing on Lending, Finance, Community Development and/or small business lending. Experience with nonprofit organization(s) a plus. Proficient computer skills with Microsoft Office programs. High proficiency with the English language, grammar, spelling, and punctuation.
* Must pass a background investigation.

**Knowledge, Skills, and Abilities:**

* Skills of a business/credit manager with a passion for community advocacy to drive economic justice through community centered non-traditional approaches.
* Intermediate-level financial modeling and analytical skills
* Extraordinary ability to organize, manage projects, and prioritize crucial information and tasks.
* Ability to collaborate with executives to drive strategy execution with strong knowledge of business operations, long-term vision, and strategy. Must be comfortable working across different issues, at strategic to tactical levels, with a variety of diverse cultural and professional experiences.
* High level of independent thinking and judgment.
* Excellent communication and interpersonal and collaboration skills rooted in trust, transparency and care with a resourceful and flexible attitude.
* Ability to work well under pressure.
* Ability to work with minimal supervision, multitask, maintain confidentiality, and meet deadlines.
* High bar for personal accountability and for holding others accountable.
* Excellent analytical and problem solving/resolution skills.
* Ability to work in fast-paced environments with a high degree of context-switching.
* Ability to maintain professional conduct, attitude, and appearance at all times.
* Ability to analyze situations and adopt appropriate courses of action.
* Ability to meet strict timelines.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit and stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision requirements include close vision, distance vision, color vision, and depth perception.

**Working Conditions:**

Automotive and airline travel, including overnight travel, will be required regularly.

**Employee’s Certification:**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. I understand that this job description is subject to change by RCAC as the needs and requirements of the position change.

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Employee’s Signature Date

*RCAC is an equal opportunity employer and considers all employees and job applicants without regard to race, religion, color, gender, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or marital status, or any other status protected by law. RCAC strives to reflect the diverse constituencies that the organization serves.*