

# Community Revitalization Senior Program Manager

## Northwest Minnesota Foundation, Bemidji MN

The Northwest Minnesota Foundation (NMF) is one of the six Minnesota Initiative Foundations (MIFs) established by the McKnight Foundation in 1986 to assist Minnesota's rural regions during the farm crisis in the 1980s. As the region's MIF and the only community foundation in the region, NMF has been serving the vast nonprofit community in northwest Minnesota for more than 30 years.

NMF provides grants and loans to organizations and small businesses that have offices located within the 12-county region and the two tribal nations. Since its founding, NMF has invested millions to help make the region a better place to live and work.

### Position Description

The Community Revitalization Senior Program Manager position is accountable for managing the loan portfolio for the Foundation's Community Revitalization Program, and collaborating with NMF's internal programs. This position will oversee the Foundation's Entrepreneurial Development Program (EDP), and supervise the Foundation's Thriving Together and Small Business Development Center (SBDC) program managers. Additionally, this position will assist in creating and implementing regional economic development, reporting monthly progress to the NMF Board of Directors. This position will also manage budgets assigned to their programs and work directly with finance when necessary.

### Duties & Responsibilities

- You will lead the Regional Loan and Investment Loan Committee and associated activities with respect to the loan committee's duties. You will be the primary point of contact for the active/existing loan portfolio for the Foundation's Regional Loan and Investment Program. You will lead and manage the cultivation of new loans, including the loan application process, from initial inquiry through loan approval and underwriting to loan close-out.
- You will report to Director of Programs and work with him/her and others to effectively administer and manage the community revitalization program and team. This position will be the liaison between multiple grant funders and their respective program managers. This position is responsible for the

#### Job Details

##### Industry

Community Foundation

##### Employment Type

Full-Time

##### Employment Status

Exempt

##### Job Functions

Community Revitalization

##### Direct Reports

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##### Position Reports To

Director of Programs

##### Career Pathway

M400

success of these grants and their respective workplans. You will assist the Director of Programs in the creation and strategic implementation for regional economic development and report monthly on the progress to the NMF Board of Directors.

- This position will endeavor to understand the regional demands and trends on business/entrepreneur needs through outreach, relationship building, coordination and communication with local, state, and federal government officials, organizations, partners, communities, businesses, and other business resources across the region. You will invest your time and effort into identifying regional economic development needs and collaborate with other resources to help provide needed services.
- You will collaborate across all NMF programming to identify and implement synergistic opportunities that enhance operational efficiency and drive strategic growth, fostering a culture of teamwork and innovation. Your synergism will include, but not be limited to management of the Foundation's Entrepreneurial Development Program (EDP) to gain an understanding of their current Small Business Administration (SBA) lending portfolio, technical assistance program, regional investment loans, as well as our forgivable loans.
- You will provide guidance, support, recommendations, and supervision to the managers of the SBDC and Thriving Together programs. You will monitor the progress of programs against set objectives across the management system and communicate results with the Director of Programs. In collaboration with the SBDC and Thriving Together Program Managers, as well as with the Director of Programs, you will be responsible for identifying potential risks to the programs and making recommendations to mitigate these risks.
- You will assist the NWMF senior leadership in the development and implementation of an operational budget and strategic plan through input related to NWMF's community revitalization efforts. You will provide timely and accurate data, financial information, and reports to NMF senior leadership and board of directors.
- This position will manage the Foundation's Community Revitalization, SBDC, and Thriving Together Program staff. You will be responsible for conducting annual performance evaluations, working with HR on staff related concerns, management and oversight of the Community Revitalization Program.
- You will lead the program design, development, and implementation of the NMF community revitalization program. This includes the overall stewardship and implementation of developed plans and logic models to guide the success of programs. You are responsible for gathering data for key indicators to determine the overall success of the program. Leading the NMF Community Revitalization program also includes, but is not limited to, vetting potential grant sources, and writing grant proposal sections, as well as assisting in preparation of reports required by external partners.
- You will assist in the development and implementation of a strategy for regional and community development with a focus on community revitalization. As a contributing member of the leadership team at NMF, you will collaborate with internal and external stakeholders. You will work with NMF leadership and/or staff in developing guidelines, policies, and procedures that will lead to operational success. You will be responsible to manage all budgets assigned to your programs and work directly with Finance when necessary.
- You are responsible for all other duties as assigned.

### **What success looks like:**

- Your career experience within lending organizations and successful management of loan portfolios will allow for immediate success managing current and prospective clientele for our region. You are an effective leader within the Foundation and you nurture a culture that reinforces people-centered,

mission-driven, impact-focused operational excellence. You will be in a senior role and will help develop and promote the Foundation's vision, mission, and strategies as well as grow and refine community driven economic development.

- Your abilities to manage programs and lead collaborative initiatives allow for NMF program growth and success. You are a person who excels at both collaboration with regional partners and assisting with the reimagining of our communities' downtowns through revitalization strategies. Your ability to promote and manage NMF's loan portfolio and additional financial tools will strengthen regional communities. Your ability to think strategically about community driven economic development and collaborate with NMF internal programming will lead to positive advancements of the Foundation's mission and the impact of the Foundation's work in the region for our constituents/customers.
- You are a person who is curious about the organization, the region, the philanthropic sector, and the issue areas that are a part of the Foundation's strategic framework. You actively seek out best practices and new trends in the economic field and you apply that information, as appropriate, to the work of the Foundation.
- The Northwest Minnesota Foundation is committed to growing a fair and equitable workplace that reflects the communities we serve. You are a person that will embrace opportunities to develop and grow in your skills to strengthen Diversity, Equity, and Inclusion within the Foundation and for our region.

## Obligations

### *Ownership of:*

- The NMF Regional Loan and Investment Program's loan portfolio, loan committee, and other financial products to assist in the economic success of the region.
- Data utilized in NMF's customer relationship software system.
- The continued development of community revitalization services, training, and education
- Continued outreach to regional stakeholders, partnerships and other resources supporting regional community revitalization.
- Oversight of the Entrepreneur Development Loan Program, including management of staff.
- Management of NMF's Thriving Together and SBDC Program staff.
- The establishment and reinforcement of systems and processes for the utilization of loans, grants, and other financial mechanisms established for the advancement and growth of our regional communities' economic development, entrepreneurship, and business revitalization.

### *Will collaborate in:*

- Advancing the Foundation's position with relevant constituents, as well as to drive broader awareness and support for the organization.
- Mentoring and developing staff using a people-centered, supportive, and collaborative approach on a consistent basis.
- Positively and productively impacting both the financial and administrative initiatives of the Foundation.
- The development and implementation of an operational budget and strategic plan through input related to NWMF's community revitalization efforts

## Qualifications

### Required:

- Bachelor's degree or equivalent in economics, business administration, public policy and administration, or related field.
- 5 years of related experience

### Preferred Qualifications:

- Master's degree in a related field
- 2 years of experience in CDFI and/or loan underwriting
- Excellent project and process management skills
- Knowledge of commercial real estate, economic development, and other community financing and deal structuring
- Knowledge of the Small Business Administration, Small Business Development Center and other government organizations that assist regional business development.
- Innovative thinker, with a track record for translating strategic thinking into action plans and output.
- Superior management skills: ability to influence and engage direct reports and indirect reports and peers.
- Excellent and persuasive communicator
- Energetic, flexible, collaborative, and proactive; a team leader who can positively and productively impact both strategic and tactical finance and administration initiatives.
- Passion for the mission of the Northwest Minnesota Foundation

## Job Information

*The Northwest Minnesota Foundation follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, pregnancy, veteran status, military obligations, and marital status. This policy applies to hiring, wages, internal promotions, training, opportunities for advancement, and terminations.*

- This position offers a competitive salary, commensurate with experience and qualifications.
- The primary location for this position may be a remote home office located in the twelve counties, or two tribal nations served by the Foundation. A successful individual in this position will spend adequate time in person at our Bemidji offices to foster collaboration and effective team building.
- This position will require travel locally, regionally, state-wide, and potentially nationally.