



## Craft3 Job Description

**Date:** March 2018

**Job Title:** Indian Country Regional Strategist

**Reports To:** Chief Lending and Credit Officer

**Location:** All Craft3 Office Locations: WA and OR

**FLSA Status:** Exempt

**Grade:** 11 – 15

### **CRAFT3 BACKGROUND**

Craft3 is a non-profit Community Development Financial Institution (CDFI) with a mission to strengthen economic, ecological and family resilience in Pacific Northwest communities. We do this by providing loans and assistance to entrepreneurs, non-profits, individuals and others, including those who don't normally have access to financing. We then complement these financial resources with our expertise, personal connections and other advocacy for our clients. Learn more at [www.craft3.org](http://www.craft3.org) and [www.craft3.org/videos](http://www.craft3.org/videos).

### **POSITION PURPOSE**

Since inception, Craft3 has made investments in Indian Country. Craft3's portfolio includes loans to individually-owned Native businesses, Tribal Enterprises, Tribal Governments and nonprofit organizations. A current objective is to deepen our relationships with Tribal governments in Oregon and Washington and assist in the development of catalytic projects. To successfully achieve this we seek to identify an individual with extensive experience at the Tribal government level who can build trust and navigate the politics and interdepartmental coordination required to successfully complete projects. This individual will also build relationships with partner groups to facilitate project development and investment.

The Regional Strategist (RS) leads the execution of Craft3's strategy in Indian Country throughout Oregon and Washington. The RS is responsible for building regional networks, raising the visibility of Craft3 products and services in Indian Country, generating leads for new mission-based business and community loans, and finding and supporting the development of "catalytic" projects in which Craft3 can invest. The RS will work with Craft3's Commercial Lending Team to source, underwrite and close 4 to 6 new loans and \$4 million annually in Indian Country in Oregon and Washington that will ramp up over three years to approximately \$8 million annually. The initial focus of lending will be community facilities projects under development by Tribal government or organizations. This includes essential services such as healthcare, wellness and education facilities and other eligible infrastructure projects. Additional focus includes continuing our work with Native CDFIs in the region and small/medium Native businesses (not micro).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include some or all of the following and are not intended to be all-inclusive. Craft3 reserves the right to change, add or delete responsibilities and duties as seen fit. An employee's specific job duties, priorities and performance expectations are detailed in his/her individual performance plan.

### **Strategy Execution**

- Work with senior Craft3 staff to develop/amend, execute and evaluate a strategy on locating and investing in "catalytic" opportunities in Indian Country of Oregon and Washington. Strategy includes both place related and sector related tactics.
- Identify and collaborate with leaders and emerging leaders who are working on innovative economic and community initiatives that align with Craft3's strategy. Specific emphasis will be placed on deploying USDA Community Facilities Relending Program resources.



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- Implement a targeted and sustained effort at building Tribal government relationships.
- Develop and strengthen relationships with leadership of Native CDFIs that support diverse small businesses in Native communities.
- Develop and/or utilize local knowledge of the following sectors: food and agriculture, clean energy and community facilities.
- Participate in local resource development and grant writing that supports strategy in Indian Country in the region.

### **Commercial Lending Support**

- Prospect for business and community loan opportunities from multiple sources within Indian Country for both catalytic investments and small business loans. Determine the level of complexity, mission and strategy fit, and prospect's readiness to borrow. Meet prospective borrowers and collect information. Work with Craft3 Commercial Lending staff to gather the full application and support the evaluation of loan requests with emphasis on evaluating character and management capacity of the application, and the negotiation of loan terms and conditions. Manage any contractual relationships of Craft3 specific to consultants working on pre-development activities regarding community facilities in Indian Country.
- Work with Craft3's Commercial Lending Team to source, underwrite and close 4 to 6 new loans and \$4 million annually in Indian Country in Oregon and Washington that will ramp up over three years to approximately \$8 million annually.
- Provide informal consulting to clients regarding facilities project plans, business plans, projections and business practices. Refer customers to effective technical assistance providers who will help prospects with basic pre-application work such as community facilities feasibility and pre-development and business plan review and feedback.
- Work with Native CDFIs and provide assistance that expands capacity for growth.
- Support monitoring outstanding borrowers for conformance with loan conditions, progress in meeting business goals, and overall business performance. Reports all emerging problem loans to management when weaknesses are detected.

### **Regional Visibility**

- Work with Craft3's Brand and Communications team and Senior Management to coordinate strategy and elevate Craft3's visibility in Indian Country and the broader region.
- Present at and participate in community events and specific regional Indian Country events that provide outreach opportunities, as well as understanding of situations that may affect those communities. This will necessitate regular travel throughout the region.
- Contributes to the body of knowledge, sharing best practices and suggesting process improvement ideas.

### **Company Culture and Brand Management**

- Support the organization's All Team Performance Standards: Ownership, Respect and Flexibility.
- Demonstrate stewardship for the Craft3 Brand.
- Participates fully with all members of the Craft3 team. Effectively uses technology tools to perform required duties.
- Participates in cross-department/cross-functional teams as assigned to develop outreach strategy teams around sectors.

## **AUTHORITIES**

### **Portfolio Management**

- Interact with a portfolio of clients and outstanding loans. This portfolio will include loan



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relationships initiated by the RS and also other relationships that are originated by other staff.

- Manage any contractual relationships of Craft3 specific to consultants working in Indian Country.
- Represent Craft3 in Indian Country, community and regional events.

#### **POSITION SCOPE - Direct Reports – None**

**POSITION SCOPE – Financial Impact - Position is essential to ensuring loan compliance and payment performance on the part of all Craft3 borrowers.**

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **TYPICAL PROBLEM SOLVING**

Applies common sense understanding to carry out detailed and complicated written or oral instructions. Deals with problems involving many variables in sometimes difficult and stressful situations. Examples include: dealing with sometimes irate and impatient individuals, and managing many simultaneous high priority projects.

#### **MINIMUM EDUCATION REQUIREMENTS AND WORK REQUIREMENTS**

A Bachelor's Degree, with a minimum of three years previous community development, community development lending, financial, or similar experiences required; or equivalent combination of education and experience. Previous experience working in Indian Country with Tribal government or corporations is highly desired. Experience in community facilities pre-development and development desired.

#### **OTHER SKILLS AND ABILITIES**

- Facilitate partner profiling, prepare and deliver custom corporate materials to our customers' communities;
- Fluency in a second language is desirable. Able to deal with frequent change, delays, or unexpected events;
- Attention to detail, ability to balance multiple work assignments;
- Organized work habits; ability to work independently;
- Proficiency with major software programs: e.g. Contact Management Systems, MS Office Suite.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

None specified

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low to moderate as found in typical office environments.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision. Some travel to company events and branch offices will be required.

A level of travel is to be expected with job responsibilities covering a geographic area that includes the States of Oregon and Washington.

### **How to Apply**

Application deadline is **Friday, April 20, 2018**

Complete the application online at [www.Craft3.org/Careers/Jobs](http://www.Craft3.org/Careers/Jobs)

Copy URL:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=craft3&jobId=125984&lang=en\\_US&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=craft3&jobId=125984&lang=en_US&source=CC3)

*Craft3 is an equal opportunity employer; women and minorities are encouraged to apply.*