



# Economic Development & Financing Corporation

## **JOB DESCRIPTION:**

### **EXECUTIVE DIRECTOR**

TIME:	Full-Time
BENEFITS:	Yes
STATUS:	Non-Exempt
REPORTS TO:	Board of Directors

#### **ABOUT EDFC:**

Economic Development & Financing Corporation (EDFC) is a 501c3 non-profit Community Development Financial Institution (CDFI). Founded in 1994 by the County of Mendocino and the four incorporated cities (Ukiah, Fort Bragg, Willits and Point Arena). EDFC works to fulfill its mission of *“Connecting money and ideas with entrepreneurs to create sustainable prosperity in Lake & Mendocino Counties”* through economic development financing and economic development incubation.

EDFC incubated community projects have included woody biomass utilization, small scale meat processing, and entrepreneur development through co-working.

EDFC provides access to capital as a lender-of-last-resort, gap financier and micro-lender, through 3 loan funds. The current portfolio consists of 33 loans totaling \$2.1M. EDFC created the first Direct Public Offering for non-accredited investment in economic development and raised over \$350K to fund a local wool processing facility.

#### **Executive Director Position:**

The Executive Director (ED) reports to the Board of Directors and is responsible for leadership, oversight and management of EDFC and its programs. Working with the Board of Directors, this position provides economic development to the County of Mendocino and the four incorporated cities. The ideal candidate will have an entrepreneurial attitude with an ability to manage and grow a \$2.1M loan portfolio. An ability to work creatively with a large board of directors will create possibilities of new projects only limited to the resources developed by the ED.

#### **EDUCATION AND EXPERIENCE**

The Executive Director should have the following skills and experience:

- Passion to improve and diversify the economy of our region and increase its resiliency.



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- Minimum of three years of experience in administration and management of a non-profit, economic development, lending institution, CDFI or public service agency or related organization.
- Strong fiscal management, resource development and maintenance, agency and program planning and public relations.
- Undergraduate degree in business, nonprofit or public administration, or related field, required. Advanced degree highly desirable.
- Sensitivity to social, economic and cultural diversity.
- Excellent writing and public speaking skills.
- Experience with the following areas: grant writing and management, creating partnerships with stakeholders, lending or other economic development skills
- Proficient in MS Office Suite (Word, Power Point, Outlook); experience with Portfol is desired.
- Ability to work under pressure of deadlines, and establish and maintain cooperative working relationships with employees, officials, other agencies and the general public

## **JOB RESPONSIBILITIES:**

- Direct and coordinate organization's financial and budget activities in order to fund operations, maximize investments, and increase efficiency.
- Direct and coordinate loan activities of organization; recruit new loans; meet and advise new customers.
- Direct, plan and implement policies, objectives, and activities of the organization in alignment with the business and strategic plan.
- Monitor and evaluate performance of loan customers.
- Negotiate or approve contracts and agreements with suppliers, property owners, federal and state agencies, and other organizational entities.
- Represent EDFC on various boards and commissions.
- Attend meetings to present information to stakeholder and community groups.
- Serve as a liaison between various regional organizations and state and Federal agencies
- Assure that EDFC adheres to any requirements and standards set forth through contractual agreements with granting agencies.
- Maintain records and prepare reports for all stakeholders.
- Develop new funding sources.
- Manage staff, and delegate tasks and authority

Salary Range -\$48,000 –\$60,000

## **APPLICATION PROCESS:**

Please submit a current resume and a cover letter of no more than two pages addressing your interest in the position and what makes you uniquely qualified.



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Include your relevant experience and skills as related to the job description, (i.e. collaboration, communication, planning, public speaking, fiscal management, fund development, lending and economic development).

Please mail or email the resume and cover letter to:

Attn: Search Committee

EDFC  
205 N Bush St.  
#252  
Ukiah, CA 95482

[info@edfc.org](mailto:info@edfc.org)