



ORGANIZATION: SOLAR AND ENERGY LOAN FUND (SELF)
TITLE: PROGRAM MANAGER FOR SOUTH FLORIDA REGION
LEVEL: MID- LEVEL POSITION
SALARY: COMMENSURATE WITH EXPERIENCE

Job Description: The nonprofit SELF organization is an award-winning Community Development Financial Institution (CDFI) with a ten-year track record of helping low- and moderate-income (LMI) homeowners in Florida access low-cost financing for sustainable home renovation projects, including energy efficiency, solar, climate resilience, and more. SELF is looking for an energetic and entrepreneurial self-starter who wants to embark on an exciting career path in the non-profit community development financing sector, with a focus on triple bottom line impacts, customer service, loan closings and project management. The Program Manager position will manage SELF's expansion into Miami-Dade County and South Florida, including coordination with local government partners, contractor recruitment, and community outreach efforts to help establish brand recognition and drive loan activity. This position will work with and report to SELF's Executive Team, with additional assistance from SELF's Marketing Manager and Business Development Director.

MAJOR FUNCTIONS:

- Work with SELF's Executive Team to launch and cultivate new South Florida satellite office;
- Work with Miami-Dade County and other participating local governments;
- Build local contractor network with local companies working on energy efficiency, clean energy, and climate resilience;
- Responsible for customer relations, loan documentation, and loan closings;
- Collect financial information from clients and perform a loan pre-qualification assessment;
- Assist clients with product selection, prescreening contractors, fair pricing, project management; and loan processing;
- Assist with marketing strategies with local government partners to accomplish programs goals; and,
- Report loan activity on a weekly basis to SELF-Headquarters.

KEY RESPONSIBILITIES:

Loan origination and closing. Customer Relations - This position will analyze, comprehend, and disseminate all information pertaining to a consumer loan application to determine if the client is a good fit to the program. This position must have the ability to explain to customers the different types of loan programs that are available from SELF, as well as the terms of these services. The Program Manager will work with SELF's Underwriting Department to present the clients with all the necessary information to be evaluated for a loan and they must follow-up with clients to ensure the proper closing of these loan. This position will require organizational skills to manage loan pipeline, follow up and closing. The loan officer will also manage project completion with contractors and ensure proper handling of files. This position will report directly to SELF-Headquarters.

EXPERIENCE, ABILITIES, EDUCATION and OTHER REQUIREMENTS:

- Minimum of 2 years of experience as a loan officer preferred;
- Extensive experience with loan processing and financial software and programs preferred;
- Excellent communication and interpersonal skills, customer service, and sales;
- Experience working with non-profits and low- and moderate-income communities preferred;
- Team player, self-starter, and ability to multi-task;
- Basic knowledge of home renovations, sustainable building practices, solar, and energy efficiency preferred;
- Willingness to travel throughout the South Florida Region; and,
- Experience with Microsoft Word, spreadsheets, Salesforce, and iCloud preferred.

Interested applicants should submit resume and cover letter stating why they would like to work for SELF, to Doug Coward, Executive Director, SELF, at dougc@solarenergyloanfund.org.