

Position Title: Capital Access Manager
Reports To: Executive Director
Standard Operating Hours: Monday-Friday; 8:00 am – 5:00 pm
 (Occasional weekend and evening hours required)
Status: Salary; Exempt

Organization Overview:

Progress OKC is a 501(c)(3) nonprofit Community Development Corporation created to support and revitalize Oklahoma City communities that have experienced significant disinvestment. Our mission is to strengthen and preserve the social and economic fabric in Oklahoma City's underserved communities by engaging in programs and partnerships focused on housing stability, economic mobility, quality of place and education.

Our vision: Safe, healthy and economically vibrant neighborhoods where urban wellness is fully actualized. Our revitalization projects include affordable housing development, small business support, cultural and historic preservation, and park renovations.

Position Summary:

Progress OKC is seeking a qualified Capital Access Manager to support Kiva OKC's operations and service delivery in making capital accessible to the most excluded business owners or entrepreneurs. This position will work with staff and stakeholders through the Kiva Hub/Trustee/Funder partnership model. This is an opportunity to advance economic opportunity for low- and moderate-income people.

This position is responsible for overseeing the applicant pool in accessing Kiva loans and navigating the capital ladder unique to Oklahoma City. This position is full-time and is based in Oklahoma City. Progress OKC may be able to offer flexibility (i.e. a part-time or contract position) to candidates with greater experience and existing connections to local lending institutions and ecosystem partners. Due to COVID-19, remote work may be possible.

Essential Job Functions:

Program Administration

- Responsible for all of the borrower facing relationships in Oklahoma City.
- Assist clients throughout the fundraising, underwriting and funding process.
- Ensure proper documentation is submitted and filed appropriately and confidentially.
- Establish customer relationship management (CRM) processes, to include monthly outreach or reminders to existing and potential borrowers.
- Implement equitable standards as related to recruitment and lending practices.
- Monitor metrics to ensure the program is meeting its goals.

Partner Management

- Assist in the cultivation of a lending community made of individuals and local philanthropic and corporate lenders to support local businesses.
- Deliver and promote technical assistance and other advancement opportunities among Kiva's partner network through direct programming and referrals.
- Attend relevant meetings and community events, making presentations as required.
- Serve as Kiva's HQ point of contact in the Oklahoma City area.

- Work with businesses, community partners and individual stakeholders to further the mission of Progress OKC.

Marketing & Outreach

- Market the Kiva loan opportunity to entrepreneurs and Kiva client profiles seeking funding through the Hub's local networks.
- Plan or support local engagement events such as borrower marketplaces.
- Track, report and disseminate impact data utilizing multiple methods of communication (i.e. radio, print, social media, events, etc.).

Additional Responsibilities:

- Provide contract monitoring and reporting support for grant development, implementation and evaluation.
- Participate in relevant training programs.
- Provide assistance to the Executive Director as necessary.

Required Skills and Abilities:

- Understanding of the local economic development and business network, as well as familiarity with the Oklahoma City market.
- Rapport with diverse groups across the market invested in community commerce.
- Ability to coordinate business development research.
- Acts with professionalism and possesses a customer-focused attitude/philosophy.
- Able to meet strict confidentiality guidelines while handling sensitive business information.
- Proven attention to detail and ability to prioritize multiple tasks while meeting deadlines.
- Organized and efficient work habits.
- Strong written and verbal communication skills.
- Excellent computer skills including proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint); basic Adobe Acrobat skills with ability to convert and combine files into a pdf document; and the ability to learn new technology and software quickly.
- Utilize abilities in problem identification, analysis, research, and resolution, using available resources to accomplish objectives and goals appropriate to the position.
- Ability to perform independently as well as in a team.
- Ability to work with and expedite the objectives and intentions of the Executive Director.

Work Experience and Education Requirements:

- Minimum Bachelor's degree in business administration, marketing or public relations, human resource management or an equivalent field, along with evidence of relevant continued professional development including project management.
- Experience or expertise in microfinance, banking and finance, business management or small business development.
- Experience/knowledge government or nonprofit management a plus.

Physical and/or Mental Requirements:

- Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.

- Ability to perform sedentary physical work.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

Office environment. Moderate noise level. Moderate stress.

To Apply For This Job:

Interested candidates should submit a cover letter, resume, and list of three or more references, addressed to the Executive Director by email to info@progressokc.org. Please, no phone calls.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis. Nothing in this job description is to be construed as a contract of employment. All job duties are subject to change as business needs necessitate. *Nothing in this job description restricts management’s right to assign or reassign job duties as required.*