



Wisconsin Native Loan Fund, Inc.

Position:	Chief Executive Officer (CEO)
Reports to:	Chairman, Board of Directors
Salary:	Salary commensurate with experience
Status:	Full-time, permanent, salaried position
Location:	Based out of Lac du Flambeau, Wisconsin
Deadline:	This position is open until it is filled.

Organization

Wisconsin Native Loan Fund, Inc (WINLF) is a certified Native American Community Development Financial Institution (CDFI) and a 501 (c) (3) non-profit organization in Wisconsin, with a \$15 million in total assets and a \$9.9 million-dollar loan portfolio. With support from our investors and partners, our high-impact programs and products broaden access to debt management and credit repair. affordable housing, employment and quality of life improvements for underserved Native Americans in the State. WINLF's business lines include consumer and small business lending; community development lines include mortgage and down payment assistance lending. Our support services include financial literacy education and credit counseling. We are a HUD certified organization.

Position Summary

WINLF is seeking a visionary and strategic leader with a proven ability to manage a dynamic, high-growth, non-profit lending organization capable of leadership, management, strategic planning, fundraising and staff and program development who brings a deep understanding of, and extensive experience working with historically underserved, Native American citizens and

communities. The CEO must be able to cultivate relationships with aligned funders and partners (locally and nationally) to ensure financial resiliency and sufficient lending capital to reach the borrowers that we aim to serve. The CEO must continue to build an internal culture of inclusivity, transparency, diversity, and equity and will lead WINLF's efforts to ensure that current and future activities achieve greater equity and inclusion for the communities we serve. This position is a full-time office position. However, discussions are welcome regarding a hybrid work model. *An NMLS License Number is required.*

Vision, Mission, and Organizational Leadership

- Lead the vision, mission, and day-to-day administration of the organization.
- Collaborate with Board and staff to develop and execute a strategic plan that builds on WINLF's past success and evolves to meet the changing needs of the communities we serve using a lens of equity and inclusion. Provide advice on the practicalities of Board/Staff visions.
- Continue to strengthen, grow and appropriately scale WINLF's financing activities to increase access to capital and impact for WINLF clients/market.
- Implement WINLF's programs/services that carry out the organization's mission; do on-going evaluation and planning.
- Foster an organizational culture that encourages diversity, equity, inclusion, and collaboration and effective team dynamics between Board, CEO and staff.
- Model a shared leadership style and provide coaching, mentoring, and professional development for staff. Delegate management responsibilities effectively.
- Engage the Board of Directors in regular communication to best leverage their time, expertise, and resources. Lead board development, training, recruitment and advise on internal and external issues that affect the organization. Arrange for and conduct all Board and Staff meetings.
- Work collaboratively with Tribes, Tribal Enterprises, Tribal Organizations, State and Federal Agencies and historically marginalized populations.
- Develop and manage relationships with diverse stakeholders, including community members, nonprofits, businesses, and government officials at the local and national level.
- Serve as the primary public face and spokesperson for the organization, representing WINLF in local and national platforms including traditional and social media and industry events. Enhance WINLF's image by being active, visible and a positive influence internally and externally to the organization. Work with marketing on development of key external messages and to uphold the brand in all public relations, advertising, fundraising, advertising and communications.

Fundraising, Revenue Generating, and Partnerships

- Oversee WINLF's fundraising strategy to ensure the organization's financial sustainability and growth in critical lending capital.
- Serve as a key point-person for the impact investment and philanthropic communities in supporting WINLF and identify new and diverse sources of lending capital and operational funding at the regional and national level. Identify, pursue and raise investment capital.
- Advocate for funding and policy initiatives at the local, regional and national levels.
- Manage and grow existing relationships with individual, corporate, foundation, and government investors and grant-makers.
- Cultivate partnership opportunities at the local, regional and national levels for both co-investment as well as targeted programmatic efforts.
- Identify grant opportunities and assist with grant application packages. Provide oversight for grant writing analysis and reporting.

Financial Management, Lending and Operational Administration

- Oversee day-to-day administration and be an effective organizational administrator with timely and accurate information, reports, preparation. Review and update existing policies and procedures; develop new policies as operations dictates.
- Ensure WINLF's financial health and sound financial controls are in place. Set financial priorities accurately within an approved budget to ensure the organization is operating in a manner that supports the needs of the programs and staff within Board guidelines; ensure maximum resource utilization and maintain the organization in a positive financial position.
- Prepare annual and multi-year budgets; manage annual audit; prepare quarterly, annual and other reports.
- Oversee all human resource functions – supervision, direction, provide professional development opportunities to staff; manage performance, hear grievances, administer disciplinary actions: supervise and direct all personnel actions. Ensure adherence to personnel policies and procedures.
- Continually evaluate and enhance the organization's programs, operations, systems, grants/milestones and policies to maximize efficiency and effectiveness in delivery of WINLFs various loan products and services.
- Develop tools, programs to expand lending opportunities and other resources as dictated by strategic planning and operations.
- Oversee all regulatory and funder compliance, ensuring strong procedures are in place and adhered to. Ensure compliance with grants.
- Oversee lending operations including loan pipeline, risk management, collections and financial literacy and education programs. Exercise loan decision-making authority granted in WINLF's loan policies.

Qualifications

- Bachelor's degree in business, finance, communications, marketing or other-related field and three (3) years non-profit, lending, program and/or project management experience or an equivalent combination of education and experience. (10 years professional experience may substitute as an equal to an advanced degree).
- Understanding of, and demonstrated sensitivity to, the challenges faced by low-income individuals seeking to become economically self-sufficient. Demonstrated commitment to social, economic and racial justice. Previous experience working with Tribes, Tribal Organizations or in programs that serve Native American communities.
- Experience in a senior leadership role as an administrator/senior management at a mission-driven organization with previous supervisory experience and a strong understanding of managing a remote working team.
- Successful record of leading and inspiring teams, building an inclusive and equitable organizational culture, and developing talent.
- Adept with finance and lending structures; familiarity with loan management software. Previous lending/banking or work within a CDFI environment experience preferred.
- Demonstrated record of building strong external relationships and creating collaborations to meet community needs and to attract impact investments from public and private sources.
- Proven ability to collaborate with diverse stakeholders. Skilled organizer able to bring people together across multiple areas of expertise and diverse cultures or mindsets.
- Strong business, financial analysis skills with experience in underwriting and credit risk analysis.
- Understanding of relevant federal policy impacting the defined target market.
- Exceptional interpersonal, oral, and written communication skills; strong problem-solving and public-speaking skills.
- High ethical, professional and confidentiality standards
- Self-motivated with the ability to be productive while working independently. Proven ability to multi-task efficiently and effectively.
- Knowledge of computers, websites and database systems and ability to quickly learn to use and adapt to new proprietary software.

Equal Opportunity Employer

WINLF is an Equal Opportunity Employer, and except to the extent required by Native American Preference and Veteran Preference, WINLF prohibits discrimination on the basis of race, color, creed, religion, sex, pregnancy, age, national origin, marital status, physical or mental disability, and any other basis protected by applicable law. This applies to all employment decisions, including hiring, promotion, termination and other matters affecting the terms of employment.

WINLF is a drug-free work environment. A pre-employment drug testing and criminal background check may be required.

Compensation and Hiring Requirements

WINLF provides competitive pay, a generous benefits package, and a supportive environment where you will be rewarded for your contribution to our success. Salary is negotiable, based upon education, experience and all desired qualifications.

Travel will be required in the United States. Applicant must have and maintain a valid driver's license and auto insurance coverage.

The WINLF Benefits Package includes health, dental and vision insurance, paid holidays, paid time off, and 401k with a 3% employer match.

To Apply

Please submit the following application package to rteliszczak@glitc.org

- *A cover letter explaining how your skills, experience and interests fit this position*
- *Resume and include three (3) professional references*
- *Salary requirements*

This position is open until it has been filled.