POSITION: Senior Manager of Capital

PURPOSE: To oversee Ventures’ capital programs (business loans, grants, and creative capital) and supervise Ventures’ Capital Team. This role will also provide robust, mission-aligned technical assistance and training to entrepreneurs seeking to scale their businesses. In addition, the Senior Manager of Capital is responsible for outcomes associated with loan generation, capital deployment, portfolio maintenance, record keeping, and reporting.

RESPONSIBILITIES:

Client Coaching, Technical Assistance, and Support (40%)
- Provide technical assistance to businesses seeking access to capital
- Provide mission-aligned, one-on-one business coaching to clients and utilize entrepreneurial touchpoints as learning opportunities
- Assist entrepreneurs as they prepare loan and grant applications for Ventures’ capital products and/or seek funding from outside sources
- Provide empathetic, mission-aligned business coaching around business planning, financial statements, and loan readiness
- Support clients’ businesses scaling and expansion strategy (post-loan growth with capital, decisions on capital and expansion, strategy)
- Create and implement engaging workshops on business scaling topics such as leasing, loan readiness, and permitting
- Provide outreach services and training to connect business owners with access to capital opportunities

Capital Department Supervision and Strategy (40%)
- Supervise members of the Capital team
- Support the growth and professional development of the team
- Foster cohesion and synergy within the Capital team and across other Ventures programs and departments
- Collect and input data to assess client progress and outcomes
- Support the development of the capital program budget, track expenses and revenues, and oversee grant deliverables and milestones
- Assess and refine program processes and procedures
- Provide thought leadership around best practices in non-traditional lending and capital access
- Contribute to fundraising and grants management as needed, and ensure program evaluation systems are in place to inform capital program design and delivery
- Develop strong community partnerships and identify positive collaborations that complement capital services and align with the organizational mission
• Collaborate with the Communications team to drive storytelling about the capital program and its outcomes
• Support Ventures’ Commercial Lease Pilot Project, including relationship management with Ventures’ partners, lease fund portfolio support, and application support to clients applying for capital to access commercial space
• Provide strategic leadership to analyze Commercial Lease Pilot Project and identify the next steps for the program

Underwriting and Loan Process Support (20%)
• Provide formal, written underwriting analysis for Business Builder Loans
• Present loan write-ups, recommendations, and narratives to Ventures’ Internal and External Loan Committees
• Support relationship management of Ventures’ Capital Program stakeholders
• Ensure Ventures’ loan processes are mission-aligned

Other duties may be assigned as needed.

QUALIFICATIONS:

Knowledge of:
• Principles and practices of small business financials and management
• Fundamentals of loan readiness, including cash flow and debt schedules
• Business and personal financials include business and personal tax returns, income statements, and balance sheets
• Fundamentals of portfolio management and capital readiness
• Principles of CDFI loan systems
• Knowledge of loan underwriting and analysis, including an understanding of debt service coverage ratios and debt-to-income analysis
• Commercial leasing and tenant/landlord relationships
• Computer and technology systems, including Microsoft Excel and Powerpoint

Ability to:
• Break down financial and legal terms into simple and accessible concepts
• Facilitate engaging and productive workshops and training
• Work independently on projects and also collaborate as a strong team member
• Communicate effectively and work collaboratively with diverse audiences
• Demonstrate a high level of professionalism in dealing with confidential and sensitive issues
• Demonstrate empathy for entrepreneurs from vulnerable populations

Experience:
• Experience working in or with small businesses
• Spanish language skills
• Experience with small business lending
STAFF-WIDE EXPECTATIONS:
All staff are expected to engage in activities that contribute to the general wellbeing of the organization. Unless specifically stated otherwise, staff should expect to:
- Adhere to and demonstrate the Ventures core values in their work
- Participate in staff meetings, workgroups and committees
- Commitment to Ventures initiatives and work on diversity, equity and inclusion and advocacy
- Support a culture of data excellence through timely data entry and effective utilization of data and technology systems
- Attend and participate in client and volunteer events when practical
- Support fund development through activities such as participating in workgroups and committees, provide support at Ventures events, attending and bringing guests to events, bringing content expertise to grant writing or donor relationships, adhering to brand guidelines
- Exhibit the Ventures core values: integrity, diversity, empowerment, community, innovation, and client-success
- Contribute to the cleanliness and organization of the physical environment
- Adhere to all Ventures Policies and Procedures

SUPERVISOR RESPONSIBILITIES
As a supervisor of one or more positions, responsibilities include:

- Ensuring the employee has a complete and accurate job description (set at the time of hire or promotion, when conditions change significantly, or when reviewed annually as part of the employee’s performance review);
- Ensuring proper record keeping for human resources, including offer letters, timesheets, position change forms, leave requests, and new staff forms.
- Interviewing, selecting, hiring, and onboarding staff into vacant positions
- Monitoring supervisee morale and making efforts to facilitate a spirit of teamwork and camaraderie
- Communicating performance expectations such as procedures, work schedule, etc., not detailed in the job description;
- Working with the employee to set annual goals, professional development, etc.
- Ongoing monitoring of workload, progress on goals, etc.;
- Providing scheduled verbal and written performance reviews as specified in the employment policies, and addressing any immediate performance issues as they arise;
- Identifying conflicts that involve your supervisees and mediating with other supervisors or staff members to solve conflicts promptly;
- Making and communicating decisions to lay off or fire employees based on performance, financial, or other reasons.
COMPENSATION AND BENEFITS:
- Starting Salary/Rate: ($62,099-$73,013)
- Subsidized Medical insurance – 90% of premiums paid for by Ventures
- Paid Dental Insurance - 100% Ventures paid premiums
- Flexible Spending Account (Medical and Daycare)
- 403b Retirement Account with 2.5% employer contribution
- Life and long term disability insurance
- Subsidized ORCA pass
- Annual professional development & workplace wellness spending allowance
- Generous paid leave, including 17 paid holidays per year; 17 to 22 paid vacation days per year (depending upon tenure); and 12 paid sick days per year

DETAILS:
- Department: Programs
- Tax Class / FSLA Status: Exempt
- Supervisor: Director of Capital and Advocacy
- Supervisory Responsibilities: Capital Team
- Schedule: Full time, occasional evenings and weekends
- Location: “The 2100 Building” - 2100 24th Avenue South, Suite 380, Seattle, WA 98144
  *Ventures is a hybrid work environment
- An employment offer will be contingent upon completion of a background check.

TO APPLY:
Please send a cover letter highlighting how your qualifications align with this position and your resume to: hiring@venturesnonprofit.org

Application review to start on June 12, 2023 the position will remain open until we find our ideal candidate. The desired start date for this position will be on June 26, 2023. No phone calls please.

EMPLOYMENT ELIGIBILITY:
Applicants for this role will only be considered if they are able to legally work in the United States, where this position is located without visa sponsorship.

Ventures requires all employees be vaccinated with a COVID-19 vaccine. Employees are considered vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, with, if applicable, at least the minimum recommended interval between doses. All new employees must inform Ventures of their vaccination status within three days of hire date and must be fully vaccinated no later than 45 days after hire date.

BACKGROUND CHECK PROCEDURE:
The offer of this position at Ventures is contingent upon clear results of a thorough background check.
**REASONABLE ACCOMMODATIONS:**
Reasonable accommodations for applicants with disabilities can be made upon request. To request an accommodation or for further information, please contact us at hiring@venturesnonprofit.org.

**PHYSICAL DEMANDS/WORKING CONDITIONS**
The employee must be able to operate a computer and other office equipment, speak and listen on the telephone, and accurately see and interpret columns of numbers.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and the employee, and it is subject to change as the needs of the employer and the requirements of the job change.

Ventures is an Equal Opportunity Employer. Applications are considered without regard to race, age, sex, color, creed, religion, disability, national origin, marital status, mental or physical handicap, sexual orientation (heterosexuality, homosexuality, bisexuality and gender expression of identity) or any other classification protected by law.