

CDC Small Business Finance Corp  
Job Description

Job: V.P. Portfolio Management  
Reports to: COO

Date: July, 2014  
Exempt Status: Exempt  
Hours: Full Time  
Location: San Diego

Primary Function:

Supervision of the servicing and liquidation staff and management of all department activities and required compliance. Create and implement best practices for all areas of portfolio management for SBA 504, 7(a), and other loan programs; monitor department performance and capacity related to workload; provide technical assistance and mentoring to staff; undertake 7(a) servicing actions in growing portfolio. Act as player-manager.

Essential Functions:

- Supervise daily activities of servicing staff.
- Ensure processes meet file compliance standards of SBA and lender clients
- Hold department accountable to benchmarks
- Coach each staff member on a quarterly or semi-annual basis.
- Report department activities and issues to Chief Operations Officer
- Monitor the training and development of new and existing staff.
- Facilitate department monthly meetings
- Process all 7(a) loan servicing actions.
- Remain up to date on all technical issues related to 7(a) and 504 loan servicing.

Required Qualifications:

- Minimum of 5 years of experience in SBA 7(a) loan servicing/liquidation and staff supervision/department management.
- Experience servicing SBA 504 loans.
- Demonstrated Leadership skills and traits
- Ability to prioritize, multi-task, and remain organized.
- Strong written and verbal communication skills.
- Ability to train and mentor
- Proficiency with MS Office applications.

Education:

Bachelor's degree in finance or accounting or equivalent experience in servicing of commercial loans. Ongoing education from SBA trade industries such as Nadco and Naggl

Physical Requirements:

Ability to lift 10 lbs