



## **FIRST PEOPLES** economic growth fund

### **Loans/Account Manager**

First Peoples Economic Growth Fund Inc. (FPEGF) is a diverse not-for-profit organization with the mandate to help support the development and growth of Manitoba's First Nation business community by providing commercial loans or equity capital into viable business start-ups, expansions and acquisitions. Due to continued growth, FPEGF has an immediate need to add another Loans/Account Manager to our team in order to meet the high demand for our services.

#### **Job Summary:**

Reporting to the CEO and Senior Loans Manager, the Loans/Account Manager is responsible for growing and managing a portfolio of successful business clients. You will be required to work with clients from the application stage right through to the loan/investment approval to post loan/investment monitoring and follow-up. The successful candidate will determine credit eligibility, perform detailed research and due diligence, prepare commercial loan submissions and make presentations to the CEO and Board as required.

#### **Qualifications, Experience and Skills Set:**

- At least 3 years' experience in commercial and/or developmental lending.
- Ability to analyze, develop, modify and understand financial statements and business plans is crucial.
- Ability to analyze business proposals, people, management, and business operations.
- Post-secondary education in Business and/or an Accounting designation, or some other combination thereof, with related work experience is essential.
- Ability to communicate orally and in writing with entrepreneurs, community leaders, financial institutions and government programs.
- Knowledge and experience working with the First Nations business community in Manitoba.
- Experience in small business management, development and/or counselling would be an asset.
- A strong accounting background is a definite asset.
- Understanding of First Nation communities and organizations would be a definite asset.
- Provide ongoing management of loan portfolio including timely follow up on problem loans as well as collections.
- Working knowledge of loans management software.
- Ability to develop and maintain business and community networks.
- Excellent computer skills, including Microsoft Office and particularly Excel.
- Ability to develop and deliver presentations and workshops.
- Ability to identify client needs by proactively researching the business and industry.
- Strong organizational skills is an asset.
- Ability to work cooperatively as part of a team as well as individually.
- Ability to speak a First Nation language is an asset.
- Demonstrate flexibility, attention to detail and good ability to prioritize multiple projects.
- Dependable, adaptable, reliable, honest and a quick learner.
- Ability to identify and articulate underlying issues in complex situations – a strong strategic and critical thinker.
- Respects the workplace and confidentiality of all work.
- Willingness to learn and upgrade skills.
- Travel throughout Manitoba is required.

A competitive salary and group benefits plan will be offered to the successful candidate. Only candidates selected for interviews will be contacted.

Closing date: Noon, Wednesday, June 28, 2017.

**Forward résumé, complete with cover letter, salary expectations and three work-related references to:**

Yvonne Dubois, Executive Assistant  
First Peoples Economic Growth Fund  
102 – 1075 Portage Ave., Winnipeg, MB R3G 0R8  
Email: [info@firstpeoplesfund.ca](mailto:info@firstpeoplesfund.ca)  
Fax: (204) 942-6441