



April 2008

## Job Announcement

**Position:** Director of Loan Operations  
**Location:** Cambridge, MA  
**Start Date:** Available immediately  
**Email Contact:** [Jobs@rootcapital.org](mailto:Jobs@rootcapital.org)

### Organizational Overview

Root Capital (formerly Ecologic Finance) is a nonprofit social enterprise that works at the critical nexus of international development and environmental stewardship. As a development finance institution, Root Capital provides affordable credit and financial education to environmentally, sustainable grassroots enterprises in the developing world. By working with small and medium enterprises (SME) such as organic coffee cooperatives and ecotourism enterprises, Root Capital aims to fill the “missing middle” of finance – the underserved gap between microfinance and mainstream finance. We target the rural poor, who account for 75% of extreme poverty in developing countries, by opening up global markets to very remote people who are generating wealth by creating jobs, building assets and increasing household incomes. Our support provides economic incentives to stay on the land (not migrate to over crowded cities), encourages sustainable production and farming practices; and helps to preserve valuable environments and ecosystems.

The organization is headquartered in Cambridge, Massachusetts and has field offices in Guatemala, Mexico, Nicaragua, Peru and Kenya. Root Capital has an operating budget of \$2 million and a staff of 25. This is a unique opportunity to join a small, but rapidly growing and widely acclaimed organization. Notable honors include Fast Company’s Social Capitalist Award for the third straight year, Ashoka Fellowship, Skoll Award for Social Entrepreneurship, Grand Prize in the Yale School of Management-Goldman Sachs Foundation business plan competition and the best rating available from Charity Navigator.

### Position Overview

The **Director of Loan Operations** is responsible for loan administration processes, performing pre-disbursement reviews, and producing financial reporting and analysis of Root Capital’s loan portfolio. Specifically, this position will act as both a controller (the core responsibilities of which are translating operational goals into financial targets, and monitoring actual vs forecast) and as director of portfolio management and loan operations (best practice processes, pre-disbursement reviews, troubled loan review, etc.).

Although the position will join Root Capital’s Lending Team, it will report to the VP of Finance & Administration. Hence, she/he will be responsible for participating in Lending and Finance &

Administration meetings and work collaboratively to meet the team's short-term and long-term goals. She/he will help to develop and maintain strong linkages between Lending and Finance & Administration and ensure the timely dissemination of information within the team and between the team and other departments of the organization.

### **Position Responsibilities**

- Design and implement best practice processes in loan administration (operational processes and controls, document management, systems support, GAAP compliance).
- Work with lending team to prepare operational forecasts and turn these into financial projections for the lending business.
- Drive accountability for financial performance of loan business: quarterly analysis of performance relative to projections, report to Executive Team, assist management in driving closure on variances.
- Provide comprehensive monthly reporting and analysis to Lending, including reports on portfolio composition by product, geography, and industry, aging of loan balances, and analysis of interest and fee revenue.
- Ensure proper legal requirements are followed for each loan product and within each country. This includes identifying (with support from field staff) and maintaining a network of lawyers in all countries where Root Capital works and serving as an “expert” resource for Investment Officers.
- Manage Loan Management Software (LMS), not only serving as the functional expert, but also determining necessary enhancements.
- Reconcile the LMS to Root Capital's accounting system, Fund EZ, on a monthly basis, and liaise with auditors on loan fund issues.
- Advise on new loan products and structures, loan guarantees, optimal target ratios, etc to manage and monitor the portfolio in an entrepreneurial manner with an appropriate amount of risk.

### **Joint Responsibilities with the VP of Lending**

- Prepare twice-yearly portfolio reviews and analyses involving a summary of “triple bottom line” results for presentation to the Root Capital Board, investors and supporters and the public. This would be a joint responsibility with different sections of the report belonging to each. For example, the Director of Loan Operations would produce/analyze financial reports from LMS and FundEZ, while the VP of Lending would use that data to report on achievements against goals.
- Participate in the continued development of business operations within Root Capital, its multi-year business planning and strategy development as well as yearly budgeting and reporting. The VP of Lending would own the business goals and budgets, while the Director of Loan Operations would help translate these into financial goals and report on achievement. The VP of Lending remains responsible for achievement of both the business and corresponding financial goals.

### **Qualifications and Experience**

- BS / BA degree in related field required
- CPA or MBA preferred
- Five to eight years related experience with a credit institution (private sector or not for profit)
- Spanish fluency required

- Strong analytical skills and proficiency with modeling, financial planning and financial reporting.

**How to Apply:**

Interested candidates should send a cover letter and resume to [Jobs@rootcapital.org](mailto:Jobs@rootcapital.org), indicating “Director of Loan Operations” in the email subject line. Root Capital is an equal opportunity employer. No phone calls please.

**App Deadline: May 9**