

Seeking CEO/Executive Director *for the* **Utah Microenterprise Loan Fund (UMLF)**

ABOUT UMLF

Utah Microenterprise Loan Fund (UMLF) works in partnership with members of Utah's financial banking community to help launch or expand small businesses across the state of Utah, including more than 910 small businesses in the last 20 years. UMLF is a Community Development Financial Institution ([CDFI](#)) with a mission to provide funding and management assistance to Utah's new and existing entrepreneurs that cannot access traditional sources of funding.

UMLF's loans help people with low to moderate incomes create jobs (their own as well as others) and supplement earnings, build assets and build wealth. Examples of how UMLF loans have helped include: women finding the flexibility to balance work and families; minorities and immigrants securing economic security through ownership and operation of their own small business; and people who have been injured in the workplace restoring economic stability through the operation of their own small business. Whether a small business is a sole source of income or a crucial supplement, UMLF loans help provide the necessary capital to put individuals and families on the road to greater self-sufficiency.

With total assets of \$6+ million, UMLF was born of a progressive idea in 1990 to provide financing to aspiring single parent entrepreneurs and then incorporated as a nonprofit a couple years later to benefit all aspiring small business owners. UMLF has a small team of engaged employees and volunteers that work hard to meet the demand of small business capital needs that often exceed the credit risk standards of traditional financial institutions. See www.uml.com.

CEO/Executive Director

The CEO/Executive Director shall (i) be the chief executive and administrative officer of the corporation with general responsibility for all day-to-day operations of the corporation and control of its affairs and business and general supervision of its other officers, agents and employees; (ii) propose, prepare and present to the board of directors specific programs and activities that will further the corporation's purposes; (iii) see that all orders and resolutions of the board of directors are carried into effect; (iv) direct and supervise the implementation of the programs and activities approved by the board of directors; and (v) perform all other duties and responsibilities as may from time to time be assigned to the CEO/Executive Director by the board of directors or chairman of the board. The CEO/Executive Director is not a member of the board of directors, but is entitled to attend and participate in meetings of the board and the executive committee of the board, as an ex-officio, non-voting member. *(This description is extracted from the UMLF Bylaws.)*

Simply stated, the CEO/Executive Director provides strategic leadership for the UMLF and oversees day-to-day operations to carry out UMLF's mission and strategies.

Essential areas of focus¹

- **Leadership**
 - Select, lead, coach, develop, and retain a high-performance team that is well-trained and capable. Ensure a healthy work environment, evaluate and measure progress/success, establish accountabilities for UMLF staff, etc.
 - Delegate responsibilities to appropriate staff members to improve operations.
 - Recruit volunteers for various committees.
 - Work with the Board to develop and maintain a plan of succession for the CEO/Executive Director.

- **Strategic & Tactical Planning**
 - Coordinate with the Board of Directors to ensure development of strategic objectives to carry out the mission of UMLF.
 - Lead UMLF staff and volunteers in development of annual plans to implement UMLF’s strategic objectives.
- **Financial Strength**
 - Ensure strong fiscal discipline, establish a budget, implement effective internal controls, etc.
 - Seek grants and contributions for operational support, *which typically provides **greater than 60%** of operational income.*
 - Secure bank loans, governmental program support, and other resources to fund loan pool commitments and loan loss reserves.
- **Operational Performance**
 - Provide general oversight of all activities to ensure a smoothly functioning and efficient organization including development and implementation of policies and procedures, and systems to effectively handle loans, finances, and HR/payroll activities.
 - Establish **production** goals and plans for successful attainment of goals.
 - Oversee **portfolio** reporting, payment collection, recovery, etc.
- **Marketing & Partnerships**
 - Market UMLF programs to effectively raise the level of awareness throughout the state of Utah, and increase the use of UMLF programs.
 - Co-manage cooperative programs, such as SBA programs and business training (e.g: Banking on Women™²).
- **Governance**
 - Work with Board officers and committee chairs to get the best thinking and involvement of each Board member and other volunteers, and to stimulate each Board member to give his or her best.
 - Prepare for and anticipate needs of Board of Directors’ meetings as well as other stakeholder meetings.

Inquiries & Applications

Inquiries may be directed to:

Nominations Committee Chair	Alan Urie	alan.urie@syf.com	801-300-3736, or
UMLF Board Chair	Annette Brooks	annette.brooks@zionsbank.com	801-844-7075

Applications

Please email Alan Urie (alan.urie@syf.com) a resume and a *brief* explanation of how the applicant’s experience demonstrates ability to be successful in each of the *essential areas of focus*¹ noted above. The CEO/Executive Director search committee expects to receive applications through April 30, 2017, but may extend or condense that period based on qualifying applications received.

¹ The essential areas of focus are “bolded” and have supporting statements describing how the search committee interprets the focus area. For example: “Leadership” is an essential area of focus and the bullets below are the supporting statements. In this focus area an applicant should briefly describe how his or her experience will produce strong leadership for the organization, recognizing what the search committee is focused on. “Brief” means in a sentence or two, as necessary to provide adequate explanation, and will assist the search committee in evaluating effective communication skills of the applicant.

² Banking on Women™ is a trademark of Synchrony Financial.