

# STL PARTNERSHIP

## Vice President of Business Finance

### **THE ORGANIZATION**

Our mission is to lead in the development and growth of long-term diversified business and employment opportunities by creating innovative solutions that generate increased wealth and enhanced quality of life for the citizens, businesses and institutions of the St. Louis region.

The St. Louis Economic Development Partnership marks a new era of collaboration within St. Louis by aligning regional efforts in business development, business finance, entrepreneurial support and international trade services.

Today, the Economic Development Partnership provides a broader range of services than most agencies of its kind, boosting innovation and entrepreneurship, attracting and retaining companies, increasing the region's international reach, and revitalizing municipalities, the partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.

### **Accredited Economic Development Organization**



St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

### **THE POSITION**

Responsible for directing and supervising the operations of the Business Finance department, as well as achieving lending objectives, identifying, directing and aligning with strategic economic development in the St. Louis region. Responsibilities include (but are not limited to): administration, public relations, program presentation, strategic planning, program management, loan and risk management, and budgeting. Develops solutions for economic development and financial lending challenges facing the SLEDP. Coordinates with other regional and local organizations.

### **Job Functions:**

- Responsible for the administration of all loan programs of the Partnership, serves in a leadership capacity with the STL Partnership CDC, the St. Louis County Industrial Development Authority, as well as manages all other SLEDP loan programs.
- Establishes a proactive loan outreach program that attracts and works with banks and bankers, community organizations, businesses throughout the region, etc., and sustains outreach efforts to developed performance metrics.
- Develops and establishes a marketing plan focusing on the growth of loans within the Business Finance department and sustains marketing efforts to developed performance metrics.

- Engages in public relations and marketing activities to promote SLEDP and its ongoing loan activities, events and projects. Provides information to the public and markets programs to the financial and business community.
- Supervises the Business Finance department to achieve goals, along with leading and developing a team of 8 to 10 individuals. Plans and organizes workloads and staff assignments: trains, motivates, and evaluates assigned staff. Reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long-range departmental plans. Gathers, interprets, and prepares data for studies, reports, and recommendations.
- Meets with government, business, community leaders, and individuals to identify problems and develop solutions, monitors and reports status of all SLEDP Business Finance activities.
- Marketing the 504 loan program and other loan and bond programs, to various groups including bankers, accountants, attorneys, real estate agents, chambers of commerce, business associations, and trade groups; providing guidance to St. Louis County and City businesses who need assistance with financing options, and acting as a resource center to provide them with the information they need.
- Meeting with applicants to assist with the application including detail explanation of the programs, assisting with completing the application, and gathering the necessary supporting documentation.
- Evaluating, processing, and recommending loans by analyzing both business and personal financial statements, credit reports, company history, and collateral/guaranty values; prepares loan officer report and loan package for credit committee and board review, and in some instances, final review by third party. This includes entering all 504-loan information into the specialized software utilized exclusively for the 504 loan program.
- Coordinates Business Finance activities, and outside agencies (as appropriate), such as: provides technical assistance to potential borrowers, financial institutions, and other agencies; oversees loan applications and supervises the completion of loan packets for submission to the appropriate board for approval.
- Oversees loans and addresses problems surrounding loans and liquidations, for all loans and bond issues approved and funded.
- Seeks and secures funding for programs from federal, state, local, and private entities. Allocates and prioritizes financial and human resources.
- Prepares annual budgets for the Business Finance division and for affiliate loan organizations. Prepares quarterly updates for all associated cost centers. Ensures that all funds received for accounts payable are coded to the correct accounting code. Ensures that all funds due for accounts receivable are correctly invoiced and coded to the correct accounting code when received.
- Assures that assigned areas of responsibility are performed within budget. Performs cost control activities: monitors Business Finance revenues and expenditures to ensure sound fiscal control.
- Builds relationships with and is actively involved in local, state, and national organizations.
- Perform various other duties and functions as required or assigned within area of expertise or scope of the position.

## **THE NEED**

### **Professional qualifications for this position include:**

**Education:** Bachelor's degree (Master's preferred) in finance, business administration, or similar/related field

### **Experience:**

- 6 years of progressively more responsible related work experience in SBA and small business finance loan programs, banking, and/or economic development.
- Demonstrated experience in initiating, managing and closing multi-faceted business/financial deals/loans.
- Demonstrated ability to develop strategies and action plans to deliver impactful results in a consistent and ongoing manner.
- Maintains an extensive business network.
- Demonstrated ability to meet, interact with and collaborate with a wide variety of people and identify and resolve complex business issues. Politically savvy with excellent communication skills.

### **Knowledge of:**

1. Policies, practices, and procedures involved in the origination, processing, closing and approval of Small Business Administration loans.
2. Economic, financial, accounting, and marketing principles and practices, the financial markets, and the analysis and reporting of financial data.
3. Practices involved in banking and real estate transactions and associated legal documentation.
4. Laws and regulations governing finance programs.
5. Relevant legal terminology encountered in the course of work.

### **Ability to:**

1. Communicate strongly both orally and in writing; ability to speak publicly (e.g., small groups).
2. Read and interpret financial statements and credit bureau reports.
3. Organize and prioritize to ensure effective workflow and response to deadlines.
4. Establish and maintain effective working relationships with borrowers, Small Business Administration, bankers, accountants, attorneys, title company personnel, board members, staff, and the general public.
5. Use basic computer word processing and spreadsheet/database management applications (i.e. Microsoft Word/Excel/Access/PowerPoint applications).
6. Understand, interpret, explain, and apply relevant policies, procedures, and regulations.

**INTERPERSONAL CHARACTERISTICS:** A strong passion for economic development, helping businesses, creating employment, and positively changing communities. Strong written and verbal communication skills are expected. The selected candidate should be a strong relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community.

### **THE REWARD**

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aimtrack.com>.

Also, applicants are encouraged to visit our website to learn more about the organization:  
[stlpartnership.com](http://stlpartnership.com)

*The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*