



Associate Director of Climate Lending

Position type:

Non-Exempt – Full Time

Reports to:

Chief Lending Officer

Location:

Oakland, CA area or Los Angeles, CA area preferred
(Hybrid, with periodic in-office and partner meetings)

Compensation: \$90,000–\$100,000, commensurate with experience, plus generous benefits

Benefits:

- 15 Paid Holidays
- 20 PTO/SICK
- Employer paid benefits (dental, medical, vision)
- 403B Retirement match
- FSA
- Annual Performance bonus
- Bonus: 0-16%

Travel: Occasional, including after-hours partner events

About Us

PCV is a nonprofit community development investor that supports small business entrepreneurs and their communities to build economic mobility through the power of inclusive entrepreneurship and a good quality job. We work side-by-side with small business leaders through our unique integrated model: combining impact-first Restorative Capital and Pro Bono Business Advising with our Good Jobs Innovation Lab that propels thriving communities with equitable jobs, climate outcomes, uplifts and amplifies their voices and needs through research and policy advocacy.

The Role

The **Associate Director of Climate Lending** will play a central role in growing PCV's climate lending program to complement our successful small business lending suite of products. Our lending program supports more and more small businesses with loans and pro bono mentoring, creating good jobs throughout CA. You will be a dedicated teammate with strong analytical, writing, and interpersonal skills who is passionate about growing our loan portfolio.

Key Responsibilities:

- Lead and manage the Climate lending team, providing guidance, mentorship, and support to achieve performance and impact targets.
- Ensure Climate Justice Mobilization data needed for impact frameworks, data capture protocols and dashboards for internal impact monitoring and compliance is collected.
- Oversee business development efforts, including representing PCV at industry and community events; and building trusted relationships with community partners and loan applicants.
- Oversee the underwriting and approval process for loan applications, ensuring compliance with internal policies.
- Manage the loan closing process and work closely with the Business Advising team to ensure smooth post-investment mentorship support, towards good jobs and wealth-building outcomes.
- Collaborate with the portfolio management team to monitor and evaluate the performance of the loan portfolio, implementing strategies to optimize portfolio impact and quality.
- Cultivate and maintain relationships with key stakeholders, including borrowers and community partners.
- Identify opportunities for process improvement and product innovation.
- Prepare reports, presentations, and analyses to communicate lending performance and trends to stakeholders, including the Board.
- Work closely with the Finance team on Lending/Accounting integration and reporting.
- Miscellaneous duties and responsibilities may be assigned.

Evidence and our collective experience suggest that women and people of color often don't apply for jobs if they don't believe that they possess 100% of the qualifications listed in a job description. Accordingly, below are some of the most important attributes that successful candidates may possess. This list is neither exhaustive nor 100% required:

Qualifications, Skills & Experience

- 5+ years of relevant professional experience in either portfolio / asset management, loan servicing, compliance, or reporting (bonus if with climate related lending experience).
- Experience leading a team, mentoring and managing people, building a values-based culture.
- Flexibility and comfort with a mission-driven environment, and a small and growing organization
- Bachelor's degree with an interest in finance/community development.
- Spanish speaker strongly preferred.
- Strong project management, communication, and critical thinking skills.

To Apply

Interested candidates must be legally authorized to work in the United States. They should send a résumé and cover letter via e-mail to hr@pcvmail.org with the words “Associate Director of Climate Lending” in the subject line. No phone calls, please. **Apply now.**

Computer Software:

Microsoft Office to include Word, PowerPoint, Outlook, and Excel

Tableau and Salesforce a plus

Physical and Mental Requirements:

- Ability to stand for extended periods of time, walk, talk, hear, use hands to finger, grasp, handle or feel, push, pull, reach, crouch, kneel, crawl or bend, and perform repetitive motions of the hands and/or wrists.
- High mental and visual attention required for planning difficult work methods and sequences to obtain size, shape, or physical qualities of product. AND/OR Extremely close visual attention such as making delicate adjustments to control high speed operations to exercise very precise muscular control.

****Disclaimer:****

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

- This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position.

- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Equal Opportunity Employment:

PCV is an equal opportunity employer. Applicants are considered for all roles without regard to race, color, religious creed, sex, national origin, citizenship status, age, physical or mental disability, sexual orientation, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state or local law. We live our values of openness, transparency, coming from a place of yes, collaboration, and more; and believe that justice, equity, diversity, and inclusion are fundamental to our success. We are especially interested in candidates who have direct and lived experience with the communities we serve.