

SC COMMUNITY LOAN FUND

investing in community

South Carolina Community Loan Fund
1064 Gardner Road, Suite 302
Charleston, SC 29407
843-973-7285
www.sccommunityloanfund.org

POSITION: Executive Assistant

STATUS: Part-Time

SALARY RANGE: Commensurate with experience

LOCATION: Charleston, SC

ABOUT SOUTH CAROLINA COMMUNITY LOAN FUND

South Carolina Community Loan Fund (SCCLF) is a U.S. Treasury and South Carolina certified Community Development Financial Institution (CDFI) based in Charleston, SC whose mission is to advance equitable access to capital by providing loans, technical assistance, and advocacy for the development of affordable housing, healthy food retail, community facilities, and community businesses throughout South Carolina. Since 2004, SCCLF has provided \$19.2 million in financing that has facilitated the development of more than \$163 million in community development projects; funding has created or retained 3,159 jobs, financed one healthy food retail outlet, one community facility, five community businesses, 1,111 housing units, and provided a safe, decent, and affordable place to call home for 2,778 individuals and families.

SCCLF is a dynamic non-profit organization with a small, but highly effective, staff that raises program and operating support through a combination of donations, grants, and impact investments. SCCLF currently operates with an annual operating budget of \$1.5M and program budget of \$4M. The organization loans and revolves capital to continually expand and sustain its mission.

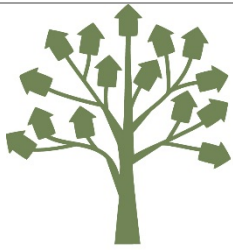
JOB DESCRIPTION

The **Executive Assistant** is responsible for a wide range of SCCLF administrative and executive support related tasks. The Executive Assistant will report directly to the Chief Financial Officer.

The successful candidate will be able to handle multiple tasks and deadlines. The ideal candidate will work well in a team environment and will demonstrate careful attention to detail.

KEY RESPONSIBILITIES

- **Lending:** Assists with scanning and filing documents.
- **Technical Assistance** – Assists staff with logistics and planning for workshops throughout South Carolina, including handling pre-event registration, preparing materials, and other duties as needed.
- **Assessment and Knowledge Sharing** – Assists with reporting and coordinating various regional and statewide meetings and workshops, including the Housing Summit, Food Access Summit, etc.
- **Advocacy and Policy Change** – Assists Chief Operating Officer and Chief Executive Officer with follow up correspondence and assists with mailings to legislators.
- **Development-** Responsible for management of donors; receives, screens, responds, tracks, and files donor contributions.



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- **Communications-** Assist Development and Communications manager with mailings, event management, and other tasks as needed.
- **Finance-** Assists with scanning and filing documents. May assist finance staff in preparing correspondence.
- **Office Administration-** Answers incoming phone calls, greets office visitors, and ensures that lobby and board room areas are ready for visitors. Assists Chief Operating Officer in coordinating with property management company for repairs or other issues as needed. Assists Finance Manager with ordering office supplies.

KEY SKILLS

- Professional attitude and demeanor
- Strong administrative, organizational, verbal communication, and writing and presentation skills are required
- Willingness and ability to interact with board, staff, and borrowers at all levels
- Commitment to mission driven lending
- A commitment to outcomes and measured results.

MINIMUM QUALIFICATIONS

- 1-3 years of progressively more responsible positions in administrative support at the executive level, previous non-profit experience preferred
- Associates Degree in Professional Studies, Business Administration, or a related field required
- Proficiency with Microsoft Office applications including Word, Excel and PowerPoint

TO APPLY, PLEASE SUBMIT THE FOLLOWING TO Anna Hamilton Lewin, Chief Operating Officer, at anna@sccommunityloanfund.org

- Cover Letter and Resume
- Salary Requirements
- References