

Job Posting  
McLennan Community Investment Fund  
a Nonprofit Community Development Corporation  
Waco, Texas

Job Title: Executive Director

## Introduction

The Executive Director of McLennan Community Investment Fund (“McCIF”) will lead our organization through startup and continuation as a community development financing entity, providing affordable financial products to small businesses in economically distressed areas of McLennan County, Texas. The Executive Director will be responsible for overseeing all aspects of daily operations of our organization, ensuring that we operate efficiently and effectively to carry out our mission and meet business goals. We place a high priority on communication, recognition, and collaboration, and the Executive Director must be aligned with our culture and enhance it through positive leadership.

## Skills & Qualifications

- Bachelor’s or Associate’s degree or equivalent experience in a related field;
- Three or more years of experience in leadership management position(s);
- Experience in financial services sector, *e.g.*, lending, underwriting, loan applications, preferred;
- Ability to recruit and manage staff;
- Cultivate relationships across a wide spectrum of constituencies;
- Excellent oral and written communications skills;
- Passionate about working through others to achieve goals;
- Personal integrity that guides all decisions and actions; and
- Excellent skills in the use of technology and commonly used software;
- The ability to read and write in Spanish is highly desirable.

## Salary and Benefits

The salary range for this position is \$36,000 to \$48,000 per annum, depending on qualifications and experience.

Health insurance will be provided with coverage that meets the minimum standards of the Patient Protection and Affordable Care Act. At the Fund's election, the Executive Director will be reimbursed for coverage with minimum standards under the Act.

Use of a personal automobile for the Fund's business will be reimbursed at the standard rate per mile set by the Internal Revenue Service.

Fourteen days of paid vacation per calendar year will be available to the Executive Director after six months in the position, with the exact time taken to be arranged with the President of the organization. The Fund observes all Federal holidays.

## Workplace

The office is located in downtown Waco, Texas. Regular office hours will be 8:30 to 5:30 each weekday. Occasional weekend and evening work will be required to meet with clients, local officials, directors and directors' meetings, advisory board members and meetings, community events, and other activities necessary to advance or promote the Fund's goals and mission.

## When to Apply

The position is now vacant and will begin on January 1, 2021. Applications should be sealed in an envelope and mailed or delivered to McLennan Community Investment Fund, Attn: Tom Chase, 225 South Fifth Street, Waco, Texas 76702. Applications not actually received before 5:00 p.m. on the 5<sup>th</sup> day of December 2020 will not be considered.

## How to Apply

Print and complete the application form on this webpage and mail to the above address with your resume attached.

## Non-Discrimination

McLennan Community Investment Fund does not discriminate in employment on the basis of race, color, ancestry, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

## Other Considerations

Prospective applicants may wish to visit [www.cdfifund.gov](http://www.cdfifund.gov) and [www.cdfifund.gov/programs-training/Programs/cdfi-program/Pages/default.aspx](http://www.cdfifund.gov/programs-training/Programs/cdfi-program/Pages/default.aspx) for additional information about Community Development Financial Institutions.