



Executive Director – Growth Partners Arizona

Growth Partners Arizona (GPAZ) is a federally certified, nonprofit Community Development Financial Institution (CDFI) based in Tucson, Arizona. GPAZ is becoming a catalyst for attracting federal, state, and local funding for qualified projects that create jobs and leverage economic opportunities to improve the lives of those in distressed Arizona communities.

The Board is looking for an Executive Director to provide strategic, entrepreneurial leadership. This position is the public face of GPAZ and works extensively with GPAZ's funders, board, industry members, non-profit leaders, government officials and staff.

GPAZ has two primary missions: to provide flexible loans of \$10,000 to \$200,000 to qualified businesses and nonprofit organizations working in economically distressed communities and to provide technical assistance to our clients to help strengthen their financial sustainability. Through nearly ten years of operations, GPAZ has grown and stabilized, developed a great reputation, and received strong support from regional business and philanthropic leaders.

The successful candidate will have excellent leadership skills combined with an entrepreneurial can-do spirit. He or she must have strong financial analytical skills, an ability to secure funding through grants, investors and other partners, and energy to execute a strategic vision for growth.

Job duties:

Organizational Leadership

- Through networking, community contacts, and industry research, continually identify opportunities and partnerships to advance the GPAZ mission.
- Work with board and staff to define and implement GPAZ mission
- Maintain and implement the strategic plan developed in collaboration with the board of directors to advance GPAZ's mission and objectives and to promote revenue, profitability, impact and growth as an organization
- Work with staff to set annual goals and objectives of GPAZ

Board of Directors

- Work with board chair and committees to prepare board meeting agenda
- Provide board of directors with information and reports to facilitate decision making
- Participate in board committees and carry out board directives as requested
- Maintain organizational/board records (by-laws, articles, minutes, contracts, etc.)
- Act as liaison between board and staff

Financial Management

- Oversee preparation of the annual budget for board approval
- Review activity reports and financial statements to determine progress and status in attaining objectives and revise objectives and plans in accordance with current conditions
- Monitor budget and provide progress reports to board
- Prepare quarterly reports to funders and community stakeholders summarizing impacts and expenditures
- Oversee annual audit
- Oversee operations to ensure compliance with annual budget
- Manage lending operations to achieve targeted growth in loan volume, including preparing loan packages and analysis
- Ability to facilitate processes of innovation and development of new or expanded products
- Oversee operations to ensure compliance with annual budget CDFI regulations

Public and Community Relations

- Represent GPAZ at appropriate public meetings, conferences and at formal functions
- Promote GPAZ to local, regional, and national constituencies
- Attend meetings, give presentations and participate in other public events that result in relationships and deal generation to advance the GPAZ strategic plan
- Develop and maintain relationships with elected officials, community leaders and national trade contacts

Required Skills/Qualifications:

- Excellent oral and written communications skills and the ability to develop and deliver presentations
- Financial management, fundraising, and advocacy experience highly beneficial
- Ability to relate to diverse client, staff and board groups. Ability to communicate and interact with officials at all levels of government and to work effectively with a wide range of constituencies in a diverse community
- Work requires willingness to work a flexible schedule and periodic overnight travel
- Strong knowledge of community development industry preferred

Interested candidates should submit a resume and cover letter to gpaz.search@gmail.com The job is open until filled. GPAZ provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination based on race, color, religion, age, sex, national origin, disability status, sexual orientation or other non-merit factor.

Growth Partners Arizona is a supporting organization of Business Development Finance Corporation, an Arizona economic development entity and U.S. Small Business Administration Certified Development Company.