



CDFI Executive Director Job Description

Classification: Contract

Reports to: Ocala Metro Catalyst Fund Board of Directors

About the Organization

The **Ocala Metro Catalyst Fund, Inc. (OMCF)** is an Emerging Community Development Financial Institute (CDFI) and a 501c3 nonprofit organization whose primary mission is to increase access to capital and financial services for underserved populations in the Ocala Metro area and to empower community development through entrepreneurship.

OMCF works to advance the Ocala Metro Chamber & Economic Partnership (CEP) strategy for business creation, expansion, and retention by improving access to capital for underserved entrepreneurs across the Ocala Metro region. OMCF is focused on supporting majority-minority communities—including Marion Oaks, Silver Springs Shores, and West Ocala—where historic barriers to financing have limited business growth and wealth creation. The organization is pursuing certification as a Community Development Financial Institution (CDFI), enabling it to deploy mission-driven lending and financial services to underserved populations.

Position Summary

The Executive Director of OMCF is responsible for building and leading a high-performing, entrepreneurial lending institution aligned with CEP's broader economic development vision. This leader will lead the organization through CDFI certification, capitalization, strategic partnerships, lending program design, operational scale-up, and long-term sustainability.

The ideal candidate is a strategic builder who combines private-sector execution skills, community development values, strong financial acumen, and the ability to attract capital and partnerships.

Key Responsibilities

The following are not an exhaustive list of duties of the Executive Director position but represent the incumbent's day-to-day responsibilities. As the needs of the organization change, or as the incumbent takes initiative, further duties and responsibilities may be allocated in order to continually improve OMCF's performance.

Strategic Leadership

- Lead implementation of OMCF's mission, strategic plan, and growth objectives.
- Align OMCF programs and investments with CEP regional economic development priorities.
- Serve as OMCF's primary spokesperson and relationship manager with public, private, philanthropic, and community stakeholders.
- Build an entrepreneurial, accountable, and results-driven organizational culture.

CDFI Certification & Compliance

- Obtain and maintain federal CDFI certification, as well as compliance with terms of various funding sources.
- Develop policies, governance systems, impact measurement, and reporting protocols consistent with CDFI best practices.

- Ensure compliance with lending regulations, underwriting standards, risk management practices, and applicable laws.

Capitalization & Fundraising

- Raise loan capital, operating grants, philanthropic support, CRA-aligned bank investments, and other revenue sources.
- Cultivate partnerships with banks, foundations, government agencies, investors, and corporate partners.
- Structure innovative financing tools including loan funds, credit enhancements, guarantees, and blended finance vehicles.

Lending & Program Development

- Design and oversee small business lending programs, microloans, gap financing, and technical assistance initiatives.
- Establish underwriting frameworks that responsibly expand access to capital.
- Build pipelines of qualified entrepreneurs in coordination with CEP and community partners.
- Track portfolio performance, impact metrics, and borrower outcomes.

Operations & Governance

- Manage budgeting, forecasting, staffing, technology systems, and vendor relationships.
- Support and engage the Board of Directors with timely reporting and strategic guidance.
- Recruit and develop staff as the organization grows.
- Ensure compliance with organization governance and loan policies.

Preferred Qualifications

- Bachelor's degree required; advanced degree in business, finance, public administration, law, or related field preferred.
- 7+ years of executive leadership experience in community finance, banking, economic development, entrepreneurship support, nonprofit management, or impact investing.
- Demonstrated success raising capital or grants.
- Experience with commercial lending, small business finance, underwriting, or portfolio management strongly preferred.
- Knowledge of CDFI certification, SBA lending, CRA partnerships, or Treasury programs are highly desirable.
- Strong communication, negotiation, and board management skills.
- Deep commitment to the economic development strategy of CEP and the mission of the OMCF.

Compensation

The Executive Director will serve as an independent contractor to the Ocala Metro Catalyst Fund Board of Directors. Compensation will be commensurate with experience and qualifications and may include performance-based incentives and other negotiated benefits consistent with the contractor relationship.

Equal Opportunity

OMCF is an equal opportunity employer committed to building an inclusive organization that reflects the communities it serves.

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