



Position Title: Assistive Technology Loan Fund Manager

Reports to: Director of Programs & Advocacy

UCP Michigan is seeking a full-time Assistive Technology Loan Fund Manager to work in our Lansing office or remotely. The Loan Fund Manager is responsible for managing and coordinating all activities involving the Michigan Assistive Technology and Michigan Employment Loan Funds.

REQUIRED:

A minimum of bachelor's degree from an accredited college/university and at least 5 years of experience working with people who have disabilities-promoting independence and self-determination.

Must successfully pass background check

SALARY RANGE (depending on experience): \$39,000 to \$47,000

KNOWLEDGE AND SKILLS REQUIRED

- Knowledgeable about Assistive Technology (AT) and AT vendors, preferred
- Knowledge of banking system, preferred
- Excellent verbal and written communication skills
- Excellent computer skills, including Microsoft products
- Technology oriented
- Fiscally responsible
- Access to reliable transportation
- Ability to problem solve and explore funding opportunities
- Detail oriented
- Experience partnering with community agencies that provide services to people with disabilities
- Flexible and demonstrates a desire to grow with the position

RESPONSIBILITIES

- Review and process loan applications
- Assist with strategic planning for both funds
- Review budget and expenses of applicants
- Field loan information calls
- Facilitate loan committee meetings
- Work with identified credit unions to facilitate a successful program
- Explore opportunities to expand Assistive Technology resources
- Market Loan Fund Programs-Attend conferences/expos
- Facilitate project related meetings
- Update loan policies and practices as needed
- Complete all necessary reports to funders

Email or Fax resume and cover letter to Leslynn Angel langel@ucpdetroit.org or Fax 248/557-0224 by January 10, 2020. No phone calls will be accepted
