



Executive Search Firm

Request for Proposal

Massachusetts Growth Capital Corporation

Schrafft's City Center, 529 Main Street, Suite 201, Charlestown, MA 02129

[EmpoweringSmallBusiness.org](http://EmpoweringSmallBusiness.org)

RFP Issued: 1/17/23

Responses Due: 1/31/23

## **Request for Proposal Executive Search Firm**

This RFP is for an Executive Search Firm to assist Massachusetts Growth Capital Corporation (MGCC) in finding a qualified Team Leader for its Commercial Lending department. The chosen strategic partner will be a highly qualified search firm with expertise in the Commercial Banking or finance industry. Ideally, we'd like to find a firm that is locally based and understands the Commercial Banking Market in Massachusetts.

The ideal Team Leader is an experienced Commercial Banker with strong marketing and analytical skills. The job description follows:

### Position Summary:

MGCC is seeking a full-time Team Leader for its Commercial Lending Team. The position reports directly to the Chief Operating Officer and works collaboratively with the Senior Management team. Its primary function is to oversee the daily function of our growing lending team and play a key role in the success of the lending strategy for MGCC.

### Responsibilities:

- Manage, build, coach, and maintain a staff of Commercial Loan Officers and work closely with the credit department and Senior Management.
- Implement established lending strategies to promote growth and achieve acceptable levels of profitability in the loan portfolio, while minimizing credit losses, and ensuring proper risk/reward in pricing and structure.
- Ensure loan presentations are prepared and delivered timely for appropriate levels of approval and with a strong emphasis on loan presentation cohesion and adherence to MGCC's credit policy and underwriting guidelines.
- Direct business development and relationship building activities within the team.
- Develop a strong sales culture within the team to ensure goals are met.
- Responsible for all aspects of loan administration for the lending team, including receipt of financial information, updating risk ratings, and ensuring timely renewals of lines of credit.
- Call and visit customers, prospects, and referral sources / centers of influence (COIs) to promote and sell MGCC's products and services.
- Help develop, drive, and monitor the team's annual and long-term business plans.
- Establish and maintain direct involvement with the team's customers.
- Ensure that the lending products and terms are competitive and that products are priced to assure acceptable levels of profitability to the company.
- Monitor and minimize loan delinquencies, credit exposures, and charge-offs; work with the credit department and Workout Officer as needed to support the work-out process.
- Actively participate in community and economic development organizations and functions.
- Oversee the loan closing process with the Lenders and outside council.
- Oversee the approval process for the lending team including presenting write-ups to approval committees.

Qualifications & Skills Required:

- Bachelor's degree in management, finance, or accounting from four-year college or university; 5-7 years applicable experience.
- Experience leading and managing a Lending Team is preferred.
- Strong and comprehensive knowledge of commercial lending (C&I and CRE), including a solid understanding of underwriting and credit.
- Excellent leadership/management skills.
- Strong verbal and written communication skills.
- Good organizational and time management skills; ability to prioritize tasks.
- Good delegation skills.
- Thorough knowledge of loan documentation.
- Ability to remain calm and efficient under pressure to meet requirements and deadlines.

Benefits:

MGCC offers a competitive salary and benefits package, including health/dental/life insurance, employer-paid vision insurance, employer-contribution retirement plan, paid vacation and a student loan paydown plan.

Location:

This position is hybrid.

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Submit proposals via email to:

Katie Janowski, Communications & Operations Manager

Massachusetts Growth Capital Corporation

kjanowski@massgcc.com

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**Massachusetts Growth Capital Corporation - Overview**

Mission: MGCC is a quasi-public agency of the Commonwealth of Massachusetts that creates and preserves jobs at small businesses, specializing in women-, minority-, and veteran-owned businesses, and promotes economic development in underserved, Gateway Cities and low- and moderate-income communities in Massachusetts.

Description & History:

In 2010, an economic development bill was signed into law designed to help small businesses create jobs, in part by providing greater access to capital through the creation of the Massachusetts Growth Capital Corporation. Formation of MGCC involved consolidation of the Massachusetts Community Development Finance Corporation (CDFC) and the Economic Stabilization Trust (EST).

The priorities of MGCC are to provide financing and technical assistance to solve specific financial and operational problems for Massachusetts small businesses. MGCC works directly

with these companies or partners with traditional financial, community development corporations and other non-profits. MGCC does not work with startup companies.

MGCC is located in the Schrafft's City Center in Charlestown, Massachusetts and currently employs 22 full-time personnel.