

SSBCI Program Manager

HTDC is looking for a capable program manager to establish, manage and deliver the State Small Business Credit Initiative (SSBCI) program in Hawaii. The SSBCI is a 7 year, \$60+ million federally funded program designed to help small businesses access capital to help the economy recover from the pandemic. HTDC has been designated the lead agency for the State of Hawai'i.

HTDC has defined 3 sub-programs that will be part of the program.

- Collateral Support – credit enhancements for loans
- Loan Participation – direct lending
- Fund of Funds – co-investing into private investment funds focused on Hawaii

HTDC will also be responsible for setting up, managing and reporting on the SSBCI Technical Assistance Program. This program generally is to contract with vendors to reach out and provide various financial assistance to underserved small businesses in support of the SSBCI program.

A summary of HTDC's effort and plan can be found at:

- <https://www.htdc.org/wp-content/uploads/2021/11/SSBCI-Report.pdf>

The SSBCI program manager will be responsible for reporting and compliance for all 3 sub-programs and the technical assistance program. HTDC has partnered with the Hawai'i Green Infrastructure Authority (HGIA) to administer the Collateral Support and Loan Participation programs. Therefore, the SSBCI program manager will work closely with HGIA. The program manager will be responsible for administering the Fund of Funds program (see Appendix A, page 15 of report).

HTDC is contracting consultants to assist with initial compliance and investment due diligence. The selected candidate will work with the consultants to establish processes and procedures so that most of the compliance and due diligence work can be done internally by the SSBCI program manager.

About the role:

- Works directly with the HTDC Executive Director
- Assist in the development of SSBCI programs including investment strategy
- Works with contracted vendors in creating documentation, procedures, policies, and controls
- Maintain compliance through careful monitoring of policies and procedures and timely reporting
- Manage risks and dependencies, escalate obstructions, provide input on resolutions
- Create written and in-person executive level status reporting
- Manage contractors and partners
- Set up, contract, manage and report on the Technical Assistance Program
- Design metrics that effectively measure and track success
- Provide outreach to effectively market the program
- Perform due diligence work that includes background checks, site visits, market analysis, etc.
- Prepare and present investment assessments and recommendations, with assistance from consultants

- Participate in the negotiation of the structure and terms of the investment, with assistance from consultants
- Provide ongoing monitoring and reporting on investments

Desired characteristics:

- Deliver successful projects on time
- Communicate with potential investors on deal structure
- Detail and process oriented
- Work independently

Minimum Requirements

- Bachelor's degree in business, accounting, finance, or related field
- 7 years relevant work experience in project management, investments, and/or venture capital
- Familiarity with venture capital/private investments
- Knowledge of Hawaii's local business market

Preferred Qualifications

- Management of private investments
- Experience with government procurement, policies, and procedures
- Experience establishing new programs
- Active in Hawai'i's entrepreneurial ecosystem