



For a Brighter Future.

**JOB VACANCY**

**Position:** Brightpoint Development Fund Coordinator  
**Location:** 227 E. Washington Blvd.  
**HOURS:** 7:30 – 5:30 pm M-Thurs. 7:30 – 11:30 am  
**Starting Salary Range:** \$17.00 - \$19.00

**JOB SUMMARY**

The Development Fund Coordinator will provide support and assistance to the BDF Team. This will include but is not limited to database entry, loan packaging for underwriting, application collection, report generating, board support, and CLCNEIN customer service.

**JOB DUTIES**

1. Assist with grant applications by reading, researching, and routing correspondence, collecting and analyzing information, writing and proof reading, assemble data for grants, initiating communications, and serving as liaison with funders.
2. Assisting with file management, documentation and reporting requirements as assigned.
3. Collect and organize documents for quarterly, monthly and weekly reports.
4. Package loan information to be sent to Underwriter, Loan Committee and Brightpoint VP Staff.
5. Intake loan applications for housing programs and consumer loan products.
6. Prepare special reports, summaries, or replies to inquiries, selecting relevant information from a variety of sources
7. Record Board meeting minutes.
8. Answer Development Fund incoming calls and provide assistance and/or direct to appropriate staff member for follow-up assistance.
9. Adhere to and Implement Brightpoint Values at all times.

**SKILLS AND QUALIFICATIONS**

1. Proficient in Microsoft Suite (especially excel)
2. Personal Effectiveness/Credibility
3. Effective Time Management
4. Communication Proficiency
5. Bachelor Degree in Business Administration, Accounting/Finance Creative or an equivalent of 4 years of experience.
6. Administrative support experience preferable.
7. Proficient in MS Word, Excel, Outlook, Power Point.
8. Strong interpersonal, oral and written communication skills.
9. Ability to manage multiple projects at once.
10. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.

**DATES FOR INTERNAL POSTING: FROM 10/06/20 TO until filled**  
**TENTATIVE DATES FOR EXTERNAL POSTING: 10/06/20 TO until filled**  
**APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY**

**FOR FURTHER INFORMATION, CONTACT, HR EXT. 206 or 213**  
**APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN**  
**8A.M.-5P.M., MONDAY-THURSDAY AND 8A.M.-11A.M., FRIDAY**  
**OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)**



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opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.