



IICF-ACE Business Loans Advisor Job Description -2026

Company Summary:

The Interior Indigenous Community Futures (IICF) is based in Kamloops, BC, within the Southern Interior region. IICF operates as an Indigenous Financial Institution, a Community Futures organization, and a non-profit society.

IICF supports entrepreneurship by providing business loans to individuals, partnerships, and First Nation owned enterprises, with the requirement that all funded businesses maintain at least 51% Indigenous ownership.

In collaboration with the National Aboriginal Capital Corporation Association (NACCA), IICF delivers programs funded through NACCA to strengthen Indigenous business development and economic growth.

ACE - Business Loans Advisor - Job Summary:

Reporting to the Executive Director, this role is dedicated to providing mentorship and support to both new and existing IICF borrowers. Core responsibilities include administering the loan portfolio through activities such as loan write-ups, file management, lien registrations, and ongoing post-loan support.

The primary focus of this position is to mentor business loan clients, with the goal of helping them build capacity, plan for change and growth, and strengthen their business operations. This includes providing tools, guidance, and resources to enhance sustainability and long-term success.

The position serves as the primary point of contact for all post-loan accounting activities, while consistently representing the Interior Indigenous Community Futures in a positive and professional manner.

In addition, this role will manage, support, and report on all applicable NACCA programs, with a particular focus on assisting IICF business loan clients who have received funding through these programs.

Position Overview

This position focuses on the lending activities, reporting and collections of the organization, as well as assisting with some training duties from time to time.

The Business Loans Advisor will be responsible for overseeing all lending activities that are being risk managed appropriately, new business is supported, and secure and sound transactions are being collected and entered.

This is a defined term hourly position, on a primarily, Monday through Friday office

schedule. However, IICF is a progressive employer and is open to some flexibility for office location for the successful candidate.

In addition, we are looking for candidates who can:

- Work as a team member with other IICF staff, that deliver various programs for the betterment of IICF and its clientele.
- Manage an assigned loan portfolio. This will include all the clients' contacts with IICF, i.e., developing new loan applications, and administering all existing loan accounts.
- Monitor both credit and security files;
- Monitor and report out on any ongoing security and administration matters, such as renewals of annual insurance, GSA expiry etc.
- Assist with preparing documents for the required annual audit;
- Conduct "at a minimum" one annual site visit to each client's location;
- Provide post-loan care and/or mentorship to all IICF clients, as their needs arise;
- Monitor assigned portfolios for any delinquent accounts and report out to the Administration Manager on same;
- Maintain accounting records for the Investment Portfolio and the Loan Management System. This will include the posting of all entries to both systems and the preparation of all month end financial reports;
- Work closely with the assigned contact person from the external Audit firm, as well as with their immediate Supervisor on all financial transactions;
- Provide business counselling to assigned clients and be alert to new loan opportunities, while meeting the objectives of the Investment Fund, to develop secure, sound transactions;
- Aid and support the IICF team and other Personnel, as necessary, while working Independently as part of the overall team;
- Work closely with other First Nations, Provincial/Federal/Municipal Government Representatives, and Private/Crown Corporations to help build or increase economic development opportunities for the First Nations located within IICF service area.
- Participate in client contact interviews for any new loan applications, collections activities, as well as the First Citizens Fund aftercare program.
- Is Receptive to opportunities for personal skill development.
- Is willing to travel as required to assist with the goals and objectives of IICF.
- All other related duties as required.

In this role the Business Development Advisor will have the required skills and qualifications:

- Experience: 3 to 5 years of experience in a related field, such as community economic development, business finance, banking, credit unions, or non-profit organizations, is preferred. Experience in supporting Indigenous women entrepreneurs or similar contexts will be highly valued.
- Financial Knowledge: Proven experience with budgeting, financial systems, and procedures, with the ability to assist clients with financial planning and accessing loan products.
- Education: A university degree or college diploma in business administration, finance, community economic development, planning, or a related field is preferred. Equivalent experience in banking, lending, or community economic development will

- also be considered.
- Indigenous Business & Economic Development: Experience in Indigenous business development or economic initiatives is an asset, particularly related to supporting Indigenous women entrepreneurs.
 - Cultural Competency: Strong knowledge and understanding of Indigenous histories, cultures, and the unique challenges faced by Indigenous communities is an asset.
 - Lived experience and/or direct knowledge of Indigenous women's roles in business and economic development will be considered an asset.
 - Government Programs: Familiarity with government loan, grant, and contribution programs as they relate to Indigenous business development, particularly for Indigenous women, is highly beneficial.
 - Strong ability to write clearly and concisely, coupled with effective verbal communication skills.
 - Understanding of community economic development programs and social finance principles.
 - Extensive experience with Microsoft Office Suite (PowerPoint, Excel, Word), web-based databases, and other relevant software.
 - Excellent organizational skills, with a focus on delivering results in a customer-focused environment. Strong verbal, written, and interpersonal communication abilities.
 - Ability to prioritize customer needs while ensuring timely and accurate results.
 - A solid understanding of accounting principles, marketing strategies, and business management practices.
 - Ability to work outside of normal office hours including travel when needed.
 - Must have a valid Class 5 BC Driver's License and use of a reliable personal vehicle when needed.

IICF is a not-for-profit community economic development organization with a mandate to help diversify the local and regional economy through small business development and community partnerships. Due to the role of the position, hiring preference will be given to those of Indigenous ancestry.

IICF thanks all applicants for their interest, however, only those selected for an interview will be contacted.

Please Email your cover letter, and resume, in either Word Document or PDF to:

George Casimir, Executive Director - george@iicf.ca