

**APPLICATION PROCESS:** Please send your resume and cover letter explaining your interest and experience to [recruiting@iroquoisvalleyfarms.com](mailto:recruiting@iroquoisvalleyfarms.com). Applications without a cover letter will not be considered.

Iroquois Valley Farmland REIT, PBC is a certified B corporation and public benefit corporation that provides farmer-friendly leases and mortgages to the next generation of organic farmers. Since our founding in 2007, we have invested almost \$100 million in organic agriculture. Our vision is to transform agriculture through land stewardship, rooted in organic farmland, for the health of people, communities, and our planet. We are a growing organization that currently impacts over 30,000 acres in 19 states. Our investor base includes more than 800 mission aligned individual and institutional investors located throughout the U.S. and around the world.

**Iroquois Valley is seeking a part-time (initially 20 hours per week) Credit Administrator to join our Credit team.** Potential to transition into a full-time (30 hours per week) position after 4-6 months. This position is remote and may be based anywhere in the US, keeping in mind that the Company hosts internal meetings and calls in Central Time.

**Hourly Rate: \$27 - \$35 per hour**

#### **Position Overview**

The Credit Administrator aids the Credit Manager in leasing, lending, and servicing aspects of IQVF's portfolio. They participate in the underwriting process for new loans and leases. They work closely with the Operations Manager to ensure property taxes and insurance for the portfolio are processed and tracked. They provide administrative support to the Credit Team with ongoing strategic projects, portfolio and data analysis and property management related activities.

#### **In this position, you will:**

- Assist Relationship Managers in ensuring that all applicable and appropriate financial information is collected for an underwrite
- Conduct and prepare initial analysis of farmer financial viability - including pulling credit reports
- Conduct financial due diligence, as well as completing underwrites, and present underwrites to Credit Manager for review
- Assist in maintaining systems and databases (Abrigo, Margill, CamoAg, etc.) for administration, reporting and servicing of transactions. This includes loan/lease onboarding, pipeline, renewals, milestone notifications, lease renewals, rent payments and delinquency/workout situations
- Maintain internal data analytics and distribute to team members, when applicable
- Cross-train with the Operations Manager for items such as A/P and communications with our third party fund administrator among other responsibilities

#### **To be successful in this role, you will have:**

- Agricultural accounting and financial knowledge and experience
- Financial Underwriting knowledge/experience
- Knowledge/experience with Google Suite, Excel
- People/communication skills
- Ability to multi-task
- Strong time management skills
- Bachelor's degree, preferred

#### **Travel**

This position requires approximately 5% travel for in-person semi-annual staff events.

## **EEO**

Don't meet every single requirement? Studies have shown that women and people from diverse communities are less likely to apply to jobs unless they meet every single qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

**Diversity, Equity, and Inclusion:** Iroquois Valley is committed to being a diverse organization that is truly representative of the communities we serve and hope to serve going forward. Iroquois Valley encourages diverse candidates to apply - Iroquois Valley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, disability, veteran, marital, or domestic partner status.

We are an equal opportunities employer with an inclusive environment where all employees can contribute to their fullest potential. We want every colleague to be able to deliver their work with dignity, equality, comfort and independence. We are open to accommodation requests regarding assistive technologies, accessibility tools, or any other reasonable adjustments that will make working here more accessible for you.

**Competitive Benefits Package** includes medical, dental, vision, life insurance, short and long-term disability, 401k match, voluntary benefits, tuition reimbursement and paid parental leave.