
Manager, KIVA & Alternative Lending
Reports To: Chief Credit Officer
Salary \$49,524 - \$61,905 yearly/ FLSA: Exempt

Manager, KIVA & Alternative Lending is a full-time leadership position responsible for overall coordination and expansion of WWBIC's KIVA Programming statewide, assuring meeting and exceeding program deliverables and customer satisfaction. KIVA programming is designed to support financially excluded and socially impactful entrepreneurs with zero interest, crowdfunded microloans.

ESSENTIAL JOB FUNCTIONS:

- Provide strategic outreach to identify opportunities to promote KIVA to entrepreneurs statewide by leveraging borrower virality, community events, partnership development and creative marketing strategies
- Serve as primary liaison with KIVA USA ensuring program alignment, support and communications for WWBIC and KIVA clients.
- Support Small Business owners with access to capital, training, education, repayment support, and resources specifically aimed at financial literacy
- Collaborate with funders and community supporters to assure KIVA outreach, sustainability, and visibility
- Identify and manage relationships with partner organizations in Wisconsin with a specific focus on long term sustainability and success
- Lead all funder relationship management including monitoring of deliverables, compliance and reporting, i.e. state, local, regional government agencies, public/private funders.
- Direct training and outreach initiatives to ensure effective and efficient outcomes including staff and programmatic management to meet and exceed deliverables
- Deliver training to broad audiences focused on KIVA and WWBIC funding opportunities
- Implement outreach strategies to meet or exceed the funder requirements, including workshop facilitation, neighborhood-business outreach, one-on-one client counseling, planning logistics, networking events, volunteer activities, client interaction, program creation/management/evaluation, reporting requirements, and funder-based required activities. Coordinate with WWBIC co-providers and partners
- Train, supervise and coach staff (paid, consultant, volunteer) with positive influence to achieve results that are in the best interest of the organization including hiring process, employee feedback/reviews, team coordination, educational opportunities, access for employee questions/concerns, budgeting input, and HR documentation

- Work closely with Chief Credit Officer on program strategy development and deployment, including seeking funding opportunities. Manage all trustee agreements and relationships
- Serve as WWBIC's liaison on partner/funder/co-provider teams serving clients in the region. Develop, maintain and expand local and regional partnerships, collaborations and contract opportunities to meet or exceed program area goals and outcomes, with all WWBIC's clients. Coordinate and manage work with the KIVA Advisory Council and its members.
- Assist development activities by identifying leads, attending meetings, giving presentations, and providing localized information. Foster partnerships and relationships with relevant organizations and individuals and attend appropriate functions.
- Miscellaneous duties as assigned

OTHER DUTIES AND RESPONSIBILITIES:

- Assist in related funding in fee-for-service classes/workshops/programs.
- Conduct business workshops, teach classes, and provide counseling services as appropriate.
- Miscellaneous duties as assigned.

SUPERVISORY RESPONSIBILITY

- Outreach Specialist/KIVA

QUALIFICATIONS:

Minimum 3 years' experience in economic development or private sector business. Must have direct program management and supervisory experience and possess strong organizational and verbal and written communication skills. The capacity to function in a fast-paced, growing organization is vital. Must communicate effectively and work collaboratively with all audiences, both in groups and one-on-one. Valid driver's license and proof of liability and property damage insurance on vehicle used is required as position requires local travel. Occasional evening and weekend hours are required. Working knowledge of micro-enterprise development and small business preferred.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Work is generally more sedentary in nature with movement required.
- Work is primarily performed within an office environment with standard office equipment; regular travel is required. Normally, in the state of Wisconsin.

- Must be able to read, write, and communicate fluently in English. Must have clarity of vision. Bilingual is plus, but not mandatory.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties requirements.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or EOE with the assistance of a reasonable accommodation to be determined by management on a case by case. basis.

EOE

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