

# COMMUNITIES Unlimited

## Job Description

**Position:** Loan Officer I  
**Immediate Supervisor:** Director of Lending  
**Mission Focus:** Lending

### Summary of Position

The Loan Officer I is responsible for marketing loan products and other services available from Communities Unlimited (CU); originating, underwriting and managing loan requests from throughout our target market, monitoring the performance of loan portfolios; overseeing the use of a lending database (Norridge); and oversight of all reporting and data collection. This position also is responsible for developing and managing many different relationships, including with: borrower organizations; financial institutions; state and federal agencies; consultants and advisors; other public/private institutions; peers and team members; loan committees; and the CU Senior Leadership Team. The Loan Officer I also will contribute data, stories and other information needed for marketing and/or fundraising efforts of the Senior Leadership Team.

### Education/Certification Requirements

The incumbent must be able to provide evidence of education/certification requirements defined in at least one of the options below.

OPTION A: Associates Degree in accounting or related field and evidence of completion of one (1) lending schools or workshops.

- OR -

OPTION B: Ten plus years of experience in banking.

### Experience/Skills Requirements

Required experience includes all of the following:

- A minimum of 7 years of practical experience in loan origination, underwriting, servicing and collections for commercial, community facility or small business loans.
- Demonstrated experience closing / servicing a minimum of \$1 million in loans.

Ability to manage multiple projects from multiple team members and work in a team environment is necessary for success. Must have reliable transportation and be willing to travel.

The position requires strong financial, analytical and writing skills. Must be accurate and detail oriented. Must be proficient in the use of a personal computer including software programs such as MS Windows, Word, Excel, Outlook, and data entry in database systems.

Preference is given for applicants with 2 or more years of experience lending to or working in partnership with nonprofits, CDFIs, municipalities or other community development entities.

Must be able to provide documentation showing authorization to work in the U.S.

### **Summary of Essential Job Duties**

1. Develop strong referral network to generate increased loan volume.
2. Meet with potential borrowers and originate new loans.
3. Underwrite loan requests, determine risk, identify risk analysis and prepare credit memos.
4. Document all loan decisions including minutes of loan committees; loan approvals and declines; loan modifications; monitoring; etc.
5. Coordinate and assist with loan closings, ensuring that documents are properly prepared and executed
6. Maintain ongoing customer relationships and monitoring of all borrowers
7. Coordinate managerial assistance for borrowers as needed with CU's on-the-ground technical assistance providers.
8. Work with the lending team to evaluate new loan products and services that will support CU's long-term growth and sustainability and contribute to CU's mission
9. Maintain accurate loan files and lending data, including: conduct and support loan file reviews and audits; maintaining lending database; tracking problem loans and making recommendations for solutions;
10. Assist in the preparation of reports that are accurate and timely upon request and per established timelines.
11. Monitor the lending environment for changes and ensure proper loan documentation and compliance with all legal, regulator, and funder requirements.
12. Conduct research on legal, regulatory, and public policy issues related to CU's lending activities and recommend revisions to current operating procedures and policies as appropriate.

### **Benefits**

Communities Unlimited offers generous Medical/Dental/Vision benefits with the organization paying the significant majority of the cost. Company paid long-term disability; automatic company 401K contribution once new hires are eligible; 401K match; 11 paid holidays; two weeks paid vacation awarded upon hire (Prorated based upon date of hire); new hires begin accumulating sick leave immediately upon hire at a rate of 8 hours per month. Communities Unlimited reimburses all employees for travel expenses.