

COMMUNITIES Unlimited

Job Description

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| Position: | Economic Development Loan Officer |
| Immediate Supervisor: | Director of Lending |
| Mission Focus: | Lending |
| Location: | Telecommuter – Seven state coverage area |

Summary of Position

The Economic Development lender position is responsible for marketing of loans products and other services available from Communities Unlimited (CU); originations, underwriting and managing loan requests from throughout our target market; monitoring the performance of loan portfolios; and providing accurate and complete impact data for reporting. This position is responsible for developing and managing a variety of 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 Economic Development Loan Officer will contribute data, stories and other information needed for marketing and/or fundraising efforts of the Senior Leadership Team.

Education/Certification Requirements

This position requires a minimum of Bachelor's Degree in accounting, business, or related field. Must hold a valid drivers-license (state of residency) and have a reliable personal vehicle and maintain at least the state minimum personal automotive liability insurance required for job-related travel within a typical 50-300-mile radius from the assigned CU Field office location within seven state region.

Must be authorized to work in the USA.

Experience/Skills Requirements

A minimum of one year of experience underwriting and servicing small business loans is required. Preference is given to individuals who also have accounting experience.

Successful Economic Development Lenders typically have the following skills or experience.

- Excellent written and verbal communications skills
- Ability to work well with others, build and maintain strong professional and client relationships
- Ability to facilitate workshops and training both in person and virtually
- Excellent organizational and time management skills
- Ability to learn to use other computer software as required for this position
- Ability to work independently
- Excellent customer service skills and/or experience

Summary of Essential Job Duties

Small Business Lending, Environmental Lending, and Portfolio Management Responsibilities

- Meet with potential borrowers and originate new loans
- Underwrite loan requests, determine risk, identify risk analysis

- Document all loan decisions including minutes of loan committees; loan approvals and declines; loan modifications; monitoring; etc.
- Prepare written loan recommendations (credit memos) for the appropriate loan committee
- Coordinate and assist with loan closings, ensuring that documents are properly prepared and executed
- Maintain ongoing customer relationships and monitoring of lending portfolio.
- Coordinate managerial assistance for borrowers as needed with CU's on-the-ground Consultants and Technical Assistance Providers
- 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

Administrative and Programmatic Responsibilities

- Update loan software, client databases and other electronic reporting files
- Manage problem loans and make recommendations to supervisor and/or appropriate Loan Committees to help borrowers be successful and control loan losses
- Assist in the preparation of reports and/or other documents required by partners, funders and others
- Participate in and support Loan Committee activities
- Provide required reports and other support for Board meetings
- Participate in internal meetings, reviews, and updates to Loan Policies and Procedures
- Work with supervisor to complete detailed work plans and action plans to manage work and performance.
- Manage lending data and produce accurate and timely reports upon request and per established timelines to meet internal and external needs for information by staff, board members, and investors.
- Monitor the lending environment for changes and ensure proper loan documentation and compliance with all legal, regulator, and funder requirements.
- 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.

Networking and marketing loan products and services

- Develop and expand CU's loan referral and partner network
- Build relationships with banks and CDFI's in CU's region to increase referrals
- Maintain and grow relationships with state and regional partners
- Maintain and grow relationships with SBA and USDA
- Attend and participate in workshops, training and other marketing events

Tools Used in Job

Computer, internet, smart phone (texting, email, photos, videos, social media, and calls), web-based databases for data-entry, Microsoft Office suite including Outlook, Word, Excel and PowerPoint is required. Use of additional software for loan fund management is required. Ability to use video conferencing tools (e.g. Zoom, Teams) and familiarity with Microsoft 365 cloud deployment, including SharePoint and TEAMS is a plus.

Work Environment

The work environment characteristics described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.