

COMMUNITIES Unlimited

Job Description

Position:	Loan Officer III
Immediate Supervisor:	Director of Lending
Mission Focus:	Lending
Location:	Within CU's seven-state service area.

Summary of Position

The Loan Officer III 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 (Nortridge); 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 III will mentor and train other loan officers and may have supervisory responsibility for up to 3 other staff as the lending team expands.

This position reports to the Director of Lending and is a mid-level leadership position.

Education/Certification Requirements

Bachelor's degree is required. Evidence of completion of a minimum of one (1) lending schools or certificate program.

Must be authorized to work in the USA.

Experience/Skills Requirements

Practical experience in loan origination, underwriting, servicing and collections for commercial, small business and/or community lending with at least 4 years of portfolio management experience in commercial, small business or other with at least \$2 million in small business portfolio demonstrating historical growth. Experience managing multiple portfolios of different types totaling at least \$3 million. The successful candidate will have experience that demonstrates successful implementation of process/project improvement. Experience that demonstrates ability to manage multiple projects and coordinate with multiple team members in a virtual team environment is required. When business needs demand and conditions are permissible, travel will be required. Must be willing and able to travel by personal vehicle and other means depending upon distance required (ie. air travel) to client sites, partner meetings, industry conferences, etc.

Must be accurate and detail oriented. Must be able to demonstrate proficiency in the use of a Windows-based computer and Microsoft Office programs including, Word, Excel, and Outlook. Experience in Microsoft 365, specifically cloud deployed SharePoint and TEAMS is preferred.

Summary of Essential Job Duties

Networking and Marketing Loan Products and Services

Develop strong referral network to generate increased loan volume. Responsibilities include the following:

- Develop and expand CU’s loan referral and partner network
- Build relationships with banks and CDFI’s in CU’s region to increase referrals
- Strengthen relationships with SBA and USDA
- Represent CU and make presentations at marketing and training events
- Promote and refer potential loan customers seeking loans for water & wastewater systems to other lenders on CU’s lending team

Small Business Lending, Environmental Lending, Consumer Lending, and Portfolio Management

Responsibilities include the following:

- 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 all borrowers
- 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

- Conduct and support loan file reviews and audits
- 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.
- Maintain working knowledge of and comply with corporate policies, procedure, supervisor direction and contractual compliance requirements.
- Maintain the highest level of confidentiality and security with all information, understanding your obligations in regards to client data, community environmental system data, borrower data, payroll data, HR data, medical information, workman's compensation data, IT data, computer passwords, email account passwords, phone lock codes, etc.
- Accurate and timely submission of time and expenses in compliance with CU policy and supervisor direction, understanding this record in a critical part of CU's compliance with grants and contracts.
- Comply with corporate branding and communication requirements and support corporate communication processes by submitting client stories, securing releases for use of client quotes/images; media capture (photos, videos, etc.) and collaborating with communications staff to promote events, loan closings, community projects and milestones and client businesses.
- Attend CU staff meetings.
- Represent CU at/facilitate other meetings and events as needed.
- Special projects, and other duties as may be assigned by supervisor or program director.

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 project related activities may be required.