

Commercial Loan Officer

Reports to: Executive Director
FLSA Classification: Exempt
Approved By: Executive Director
Revision Date: January 2023

SUMMARY

The Loan Officer will focus on developing relationships with lenders, referral partners and customers to identify prospects for approved loans. The Loan Officer will execute and provide oversight for processing business loan applications, closing loans and supporting the assigned portfolio of loan funds and grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES	% of Time
<p>Outreach</p> <ol style="list-style-type: none"> 1. Promotes the RCEDC and BLP programs by leading outreach activities including but not limited to the activities detailed in the annual Work Plans. 2. Networks and develops new relationships with lenders and other potential referral partners to assess fit with overall RCEDC strategy and business model. 3. Presents information on loan programs to commercial lenders, partner organizations and other venues to meet objectives. Conduct appropriate follow up and communications. 4. Identifies prospective businesses and assess potential fit with available loan programs. 	25%
<p>Loan Processing (SBA and RLF):</p> <ol style="list-style-type: none"> 1. Engages with the prospective borrower and manages the loan processing and approval processes. 2. Processes business loans and grants following established policies and procedures for loan selection, underwriting, approvals and closing. 3. Ensures processing requirements are met following defined policies and procedures. 4. Prepares and delivers presentations with recommendations on credit worthiness of the applicant to Loan Advisory Committees, Board of Directors, SBA, or any related government entities for each application. 5. Prepares the borrower for the start of the closing process. Partners with the BLP Loan Closer to review SBA Authorizations and/or Commitment Letters with approved loan recipients. 6. Reviews No-Adverse-Change analyses as needed on loans before funding and provides a recommendation to Business Finance Manager and Loan Advisory Committee(s) for approval. 	60%

<p>Loan Closing</p> <ol style="list-style-type: none"> 1. Act as a resource, as needed, to enable the Loan Closer to effectively complete the closing process. 2. Maintain communication with lender and borrower, as needed, during the closing and servicing process execution while preserving the working relationship of the Loan Closer and closing process stakeholders. 	<p>5%</p>
<p>Loan Servicing</p> <ol style="list-style-type: none"> 1. Reviews loan issues and loan covenants and follows through on required actions with borrower. Determines if Loan Advisory Committee review is required for issues or changes to loan covenants. 2. Provides guidance and process support to the Portfolio Servicing Specialist and Portfolio Manager for Loan Servicing processes. 	<p>5%</p>
<p>Audits & Reports</p> <ol style="list-style-type: none"> 1. Assist with file reviews in preparation for audits as required. 2. Completes and submits required reports designated for the position by the required dates. 	<p>3%</p>
<p>Addition Duties</p> <ol style="list-style-type: none"> 1. Participates in other project assignments as directed by the RCEDC Executive Director or Business Lending Partners Business Finance Manager. 2. Other special projects as assigned. 	<p>2%</p>

<p>KNOWLEDGE, SKILLS AND ABILITIES</p> <ol style="list-style-type: none"> 1. Bachelor's Degree in Banking, Finance, or a related field. 2. Minimum of one year of experience in banking, public sector financing organizations, business credit organizations or a related organization or industry. 3. Ability to perform statistical analyses. 4. Ability to perform basic mathematical operations and to analyze and interpret business financial statements and related financial and business documents. 5. Ability to maintain a high degree of professionalism, confidentiality, flexibility, and initiative. 6. Proven oral and written communication skills with an emphasis on effective interpersonal skills to work with varying levels of professionals, such as public officials, bankers, State and federal employees, board members, staff, and business owners. 7. Ability to manage multiple projects requiring specific deadlines that may often result in a high stress environment. 8. Ability to work independently, effectively analyze and problem solve issues, and exercise good judgment in making a variety of decisions. 9. Proven organizational and time management skills. 10. Ability to work with the business community and the general public. 11. Knowledge of word processing, data processing and spreadsheet software applications. 12. Valid driver's license with verification of appropriate insurance coverage.
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RCEDC is an AA/EEO employer: All applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, sexual orientation, gender identity/expression, disability, or protected veteran status. Individuals from diverse backgrounds are encouraged to apply.