



Associate Loan Officer (ALO) Job Announcement

El Pájaro Community Development Corporation seeks an ALO to support the growth of the Microlending Program. The purpose of this position is to provide the highest level of client-facing service to El Pájaro CDC's target market in an effort to connect entrepreneurs with the capital they need to succeed. This position reports to the Executive Director and performs a broad variety of tasks including, but not limited to, marketing, origination, technical assistance to borrowers, loan servicing and maintaining records. The ALO will be part of the team responsible for the growth of the microloan portfolio, which consists of loans ranging from \$5,000 to \$50,000. This Microlending Program complements our existing technical assistance, incubation and market access initiatives. This position serves the Tri-County area (San Benito, Santa Cruz and Monterey County). This position is ideal for a candidate who wants to be involved with the launch of this exciting expansion of services. We anticipate the successful growth of this program and the opportunity for upward mobility within the organization.

DUTIES & RESPONSIBILITIES

- Conduct in-person and virtual outreach to existing and new markets to build awareness of the loan program and develop a borrower pipeline
- Represent El Pájaro CDC in public forums, with community partners, and through other activities that promote lending
- Report on existing marketing efforts to ensure coordination of marketing efforts with staff and programmatic initiatives
- Build and maintain relationships with other lenders to enable strong referral processes both to and from partners to best fill client financing needs
- Track all marketing and outreach efforts through Neoserra database and provide progress reports
- Manage the process for microloans including coordinating review of initial request and coordinating underwriter meetings with borrower to analyze organization, proposed project and compilation of needed loan documents
- Provide loan packaging technical assistance (TA) to borrowers and/or coordinate with other TA staff to support loan packaging
- Ensure all applications are input in LendingFront software and all complete applications are tracked in Neoserra-track all loan packaging TA in Neoserra
- Work closely with the loan team and underwriter from loan origination to completion
- Work with the underwriter to develop and articulate business projects and assist with presenting cases to the credit committee
- Work with the loan department to gather and analyze borrower information (i.e. background, competition, financials, sources & uses of funds, budget, credit, risk & mitigating factors)
- Coordinate with the loan team to perform loan closing functions
- Maintain accurate files and actively monitor borrower's financial health, recommend action and work with underwriter to restructure loans as necessary--proactively support borrower compliance with post-closing conditions
- Perform annual reviews of loans and outreach to clients on troubled loans (serve as the first line of intervention to ensure repayment, and review, assess, and/or forgive fees where applicable)
- Plan and implement end-of-loan activities and documentation



Job Skills and Qualifications:

The successful candidate must have experience with and knowledge of the Tri-County communities. They must demonstrate commitment to the mission and values of EPCDC including diversity, equity and inclusion. They will demonstrate desire to work with underserved communities including women entrepreneurs, businesses owned by people of color and those who may face challenges accessing mainstream capital.

- Bilingual (Spanish/English) required-applicant must read, write, and speak both languages and be able to translate information between the two
- AA or BA degree in business, accounting or related field or equivalent small business lending experience
- Ability to work effectively in a hybrid environment that includes in person, video conferencing, phone meetings and travel to destinations within the Tri-County area
- Strong math, analytical, Word, spreadsheet, database, Excel skills, ability to analyze financial documents and ability to present numerical data effectively, required
- Experience with program development/start up and project management or ability to learn these skills on the job
- Ability to work independently, problem solve, research, interpret information and have appropriate understanding of when to seek assistance proactively
- Demonstrated ability to communicate effectively with, and manage relationship with, different constituencies by speaking clearly and positively and writing clearly and informatively
- Approach others in a tactful manner, react appropriately under pressure, treat others with respect, and accept responsibility
- Adhere to the level of confidentiality required by the position
- Show flexibility in working schedule to meet organization/client's priorities; including evening and weekend work as required
- Working knowledge of underwriting basics, loan-related terms and processes
- Strong organizational, time management and project management skills
- Previous non-profit/CDFI lending experience, preferred
- Experience with commercial/small business lending and capital-based programs, preferred
- Experience as an entrepreneur or working with entrepreneurs and small business owners, preferred
- Commitment to the nonprofit sector with prior professional or volunteer experience, preferred

**This position is not eligible to work from home due to the client-facing nature of the job.*

Salary Range and Benefits:

The range is \$45,000-\$55,000 annually, depending on experience. This position is full-time. Full-time employees are eligible for our benefits package after successful completion of a 90 day probationary period.

To Apply: Email resume/cover letter to: jobs@elpajarocdc.org or fax (831) 722-3128