



## SENIOR LOAN OFFICER Job Announcement

El Pájaro Community Development Corporation seeks a Senior Loan Officer (SLO) with small business lending background and underwriting experience to lead the effort to build and expand our Business Lending Portfolio. 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, and financial and business consultation and training to business applicants; servicing; and maintaining records. The SLO will be responsible for the growth of the individual loan portfolio, with business loans ranging from \$5,000 up to \$150,000, that aim to complement our existing technical assistance, incubation and market access initiatives to provide underserved businesses with micro loans. The SLO's performance will be evaluated based on lending production goals, performance metrics, and the impact achieved through those loans in the Tri-County area (San Benito, Santa Cruz, and Monterey County).

### Duties & Responsibilities

- Conduct in-person and virtual outreach to existing and new markets within the Tri-County region to build awareness of the loan program and develop a borrower pipeline
- Represent EPCDC in public forums, with community partners, and through other activities that promote lending
- Report on existing marketing efforts to ensure coordination with other 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
- Manage the process for all loans including review of initial request, meeting with borrower to analyze organization and proposed project and compilation of all needed loan documents (loan packaging /TA)
- Manage loan statuses in LendingFront, including *lead*, *application received*, *missing information requested*, *waiting for bank info*, to ensure timely support to borrowers to advance to underwriting stage
- Conduct comprehensive industry, financial, risk analysis to determine appropriate loan terms/repayment plan
- Pull credit, conduct 1-on-1 credit review, create credit-building plan for borrower-conduct site visits
- Analyze information (background, track record, market conditions, competition, personal & business financials, sources & uses of funds, budget, credit, risk & mitigating factors)
- Develop and articulate business projects and present cases to the credit committee
- Advance loan status in LendingFront (request dual approval where applicable) to ensure timely portfolio reporting
- Perform all loan closing functions, including preparation of loan documents in consultation with appropriate staff members and legal counsel-ensure availability of funds from accounting
- Support ED in ensuring sufficient level of lending capital to meet borrower needs
- Plan and implement end-of-cycle activities and documentation (exit survey, job creation, self-assessment)
- Actively monitor borrower's business health, recommend action and restructure loans as is necessary
- Perform annual reviews of loans in compliance with loan policies and procedures
- Perform outreach to clients on troubled loans and serve as the first line of intervention to ensure repayment and review, assess, and/or forgive automated fees where applicable
- Proactively support borrower compliance with all post-closing loan conditions
- Plan, implement, evaluate and report on TA -obtain complementary TA services and materials
- Provide financial expertise and business consultation to borrowers
- Provide onboarding and training for new lending staff; responsible for ongoing mentoring and professional development of lending staff (may supervise junior lending staff)
- Coordinate efforts of all lending staff to ensure achievement of lending and impact goal



- Demonstrate flexibility in schedule by working evening and weekend hours as is needed to meet organization/client's priorities
- Report on any irregularities or improprieties including, but not limited to conflict of interest; maintain level of confidentiality required by the position
- Responsible for portfolio management and servicing

#### **JOB QUALIFICATIONS**

*The successful candidate will be a self-motivated professional with many years lending/underwriting experience and a strong drive to strengthen the small and underserved business in the Tri-County area. They will show commitment to diversity, equity and inclusion, desire to work with women entrepreneurs and businesses owned by people of color, as well as those who may face challenges accessing mainstream capital.*

- B.A., B.S. or Master's Degree in Business Administration or Public Administration or related field
- Formal credit training, knowledge of loan underwriting, risk management systems, and practices
- Ability to analyze and develop financial statements, excellent math and analytical skills, accurate work
- Demonstrated verbal/written communication skills and ability to communicate effectively to different constituencies
- Exceptional organizational/management skills; ability to manage multiple projects on time/budget
- Ability to make clear and persuasive written and oral presentations
- Exceptional computer skills including database management, Excel , Windows
- Experience in fund development and social impact/community investing
- Previous non-profit/CDFI lending experience
- Experience with program evaluation, project management and prior supervisory experience
- Bilingual (Spanish/English) required-applicant must read, write, and speak both languages and be able to translate
- 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
- Experience with program development and start-up
- Work independently, problem solve, research, interpret information and know when to seek assistance
- Demonstrated ability to communicate effectively with, and manage relationship with, different constituencies
- Approach others tactfully, react appropriately under pressure, treat others with respect, and accept responsibility
- Flexibility in work schedule to meet organization/client's priorities; including evening and weekend work as required
- Experience with commercial/small business lending and capital-based programs
- Experience as an entrepreneur or working with entrepreneurs and small business owners

#### **Salary Range and Benefits:**

The range is \$65,000-\$85,000 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

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

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

*\*Interviews will be held the week of October 11<sup>th</sup>, 2021.*