

**THE NATIONAL DEVELOPMENT COUNCIL
GROW AMERICA FUND
LOAN OFFICER**

The Grow America Fund is seeking to fill a position for a Loan Officer. The Grow America Fund, Inc, (GAF), a subsidiary of the National Development Council (NDC). The National Development Council (NDC) is the oldest national non-profit community and economic development organization in the United States. It was founded in 1969 with a mission of increasing the flow of capital for investment, jobs and community development to underserved urban and rural areas across the country. For additional information about NDC, please visit: <http://ndconline.org/>

The NDC Grow America Fund (GAF), in cooperation with our Community Partners, provides financing to growing small businesses throughout the country. GAF operates as a community development lender to support the creation of jobs and the expansion of eligible small businesses in underserved areas, particularly minority and women-owned businesses. The financing provided is partially guaranteed by the U.S. Small Business Administration under GAF's Small Business Lending Company license, and GAF has Preferred Lender status nationwide. GAF is also Certified Development Financial Institution (CDFI). GAF has lent to over 700 borrowers with an average size of \$500,000. GAF actively conducts business in approximately 40 different client communities throughout the United States and has ambitious growth plans.

GENERAL DESCRIPTION:

Loan Officers are responsible for marketing, sourcing, evaluating and underwriting the SBA 7(a) loans in the various client communities. The Loan Officer works under general supervision of the GAF Chief of Credit, exercising significant latitude in the use of initiative and independent judgment in the performance of his (or her) responsibilities.

LOCATION:

The position will service multiple GAF communities. Current GAF client communities that could be served include the Seattle and the Los Angeles metro areas. These communities may change. Candidates may be from these communities and/or living near a major airport with good air service. The job involves travel to visit potential borrowers and to attend internal meetings of staff and management.

EXAMPLES OF WORK PERFORMED:

- Develop and maintain referral sources for prospective small businesses located within the client communities and in need of financing, and
- Interview and screen prospective loan applicants to determine if minimal loan qualification standards are met, and
- Assist potential borrowers find alternative financing resources if they do not qualify for the GAF program, and
- Gather data necessary to complete application package and source documents for credit analysis of all qualified applicants, and
- Perform credit analysis and underwriting functions for qualified applicants, and

- Structure financing packages to match potential borrower needs using in matching sources and uses of funds as well as repayment terms, and
- Prepare and present loan reports to the GAF credit committee, and
- Negotiate any remaining loan structuring elements and issue commitment letters, and
- Assist loan closing officer with preparation of closing documents, liaison with attorneys and SBA and gathering of final documents required by the particular type of SBA loan being closed, and
- Assist portfolio management with servicing issues and borrower relationships during the entire life of the loan, including but not limited to modifications of collateral, site visits, annual reviews, SBA audits workout plans and liquidations.
- Become an NDC trainer specifically for Economic Development 101 (ED 101) and Economic Development 201 (ED 201) plus other classes. ED 101 explores economic development activities as part of a community overall economic development finance strategy and investigates the funding resources available for job creation projects. Participants analyze and structure economic development projects for small and medium size business and commercial real estate projects utilizing incentive financing packages. In ED 201, participants build on the financial analysis and deal structuring techniques learned in ED 101 through investigation of advanced methods used to analyze the creditworthiness of operating small and medium sized businesses.

GENERAL QUALIFICATION GUIDELINES:

Experience and Education

Bachelors degree from an accredited four-year college or university with major course work in finance, business administration, economics or a related field.

Minimum five years of experience in commercial banking, business or community lending.

Knowledge, Skills and Abilities

- Strong analytical, time management and organizational skills as well as a high level of attention to detail, and
- Effective written and verbal communication skills with the ability to be persuasive one-on-one as well as in a group setting, and
- Knowledge and experience in program and task management, and
- Ability to work effectively with community-based organizations, banks, CPAs, small businesses, entrepreneurs and public sector administrators, and
- Impeccable personal integrity and ability to maintain confidentiality of borrower data, and
- Computer literacy in contact management, word processing, spreadsheet and database programs.
- Presentation skills to small and large groups (5-100).

APPLICATION

To apply, submit a resume to Careers@NDCOnline.org.

Position open until filled.

EQUAL OPPORTUNITY EMPLOYER