

Position Announcement: Loan Officer

Position type: Full-time; Oakland, CA

Start date: August 1, 2014

Salary: \$65,000, with excellent benefits

ORGANIZATION DESCRIPTION

OBDC Small Business Finance's mission is to create economic opportunity by empowering entrepreneurs. Through innovative partnerships we provide business owners with capital, education, and relationships that allow them to flourish. Our collaborative approach helps our borrowers create jobs and stimulates economic development in low-to-moderate income communities.

OUR SERVICES:

- Our loan products include micro and small business term loans with low fees and competitive interest rates.
- One-on-one business advising is available during the loan application process and while paying the loan.
- Our post-loan education platform includes workshops, roundtables, and an online platform to engage with fellow borrowers.
- We collaborate with our partner organizations to provide additional business support opportunities and events.

POSITION DESCRIPTION

The Loan Officer will join the OBDC underwriting team and conduct underwriting analysis for the SBA Community Advantage and SBA Microloan products. This position will report to the VP of Lending.

Duties include:

- Analyze, package and administer term loans in accordance with internal credit policy manual and product SOP, including:
 - Review completed loan application and request additional information from business applicant needed for underwriting analysis
 - Interview business applicant, and manage applicants through underwriting process
 - Provide business advising to loan applicants
 - Perform feasibility and credit analysis
 - Perform initial site visits (<5% of total time)
 - Perform cash flow analysis and projections
 - Interpret financial statements and industry trends
 - Analyze applicants' financial status, credit histories, and collateral to determine loan feasibility
 - Write credit memo to present to loan committee
 - Make sound loan recommendations that help organization achieve loan production and prevent loan loss
 - Collaborate with the loan closing & servicing specialist to ensure a smooth closing processing
- Collaborate with team members to ensure an effective loan application process

- Work with senior management to develop and implement new policies and systems
- Maintain and improve underwriting models as needed
- Provide feedback and mentoring to junior team members of the lending team
- Compile & present quarterly production reports for senior management

QUALIFICATIONS

- Bachelor's degree with concentration in Accounting or Finance, with 1-2 years of relevant experience
- Some experience in:
 - Reviewing, structuring SBA business loans is ideal
 - Analysis of profit & loss statements, balance sheets and cash flow statements
 - Understanding and interpreting business operations, management capabilities and practices as they relate to business financial requirements
 - Salesforce or CRM, MS Office Excel/Word/Access/Power Point
- Excellent skills in:
 - Verbal/written communication and relationship-building
 - Attention to detail
 - Writing, financial, and analytical ability
 - Time management skills and delegating
 - Leadership and motivational ability
 - Managing and working in teams
- Possesses ability to:
 - Be a self-starter who can work with minimal supervision and be comfortable in an evolving nonprofit environment
 - Work with diverse personalities and backgrounds
 - Comfortably meet client's immediate needs in a fast-paced setting
 - Be collaborative by nature, possess emotional intelligence, empathy, and patience
- Commitment to helping small business owners succeed and has a passion for the mission of OBDC
- Job involves normal physical requirements for an office position. EOE/ADA Compliant.

How to Apply:

- Please email resume and cover letter by July 21 to Shan Dai, Vice President of Lending, at shan@obdc.com.