**JOB ANNOUNCEMENT**

**Underwriter (Full-time, Non-Exempt)**

**Organizational Overview**: Opportunity Fund was founded on the principle that a little seed money and the right financial advice can drive permanent and lasting change in the lives of Californians. As California’s largest microfinance provider, and a national leader in the microfinance movement, Opportunity Fund has helped thousands of people make basic yet transformative changes in their economic well-being. By offering microloans to aspiring entrepreneurs, and savings incentives to families and prospective college students, we provide the essential boost to empower individuals to reimagine their futures.

Certified by the U.S. Treasury, Opportunity Fund has a staff of 70+ and offices in San Jose, San Francisco and Los Angeles. Since making our first loan in 1995, our team has deployed over $300 million into low-income communities—and we are just getting started. Our vision is that all Californians have access to empowering financial products to improve their lives. To achieve this vision, Opportunity Fund seeks new members for our team who believe strongly in bringing economic opportunity within reach to everyone in our state.

**Position Summary:**

Opportunity Fund is seeking a qualified Underwriter that will assess the credit risk of potential small business borrowers. Qualified candidates will have the ability to work independently, be hard-working, detailed-oriented, have a college degree, have expert level skills with MS Excel, have an expert-level understanding of business and personal cash flow, and demonstrate an ability quantify and articulate credit risks associated with small business borrowers. Opportunity Fund’s target market includes a wide spectrum of businesses, ranging from small, informal cash-based businesses with no credit and limited documentation to companies with up to $250,000 in monthly sales in a variety of industries (i.e. restaurants, retail, services, transportation, etc.). Loans range in size from $5,000 on up to $100,000. Most of the products are installment loans for working capital, equipment, tenant improvements or business acquisition purposes. The Underwriter will play an instrumental role in the overall credit risk management and growth of Opportunity Fund. This is an excellent opportunity to be a part of an entrepreneurial and growing organization with a mission, and to have a meaningful impact on the organization's future as well as our community. Key areas of focus will include credit risk analysis, cash flow analysis, ratio analysis, financial modeling, decision making, and assisting in the development of credit policies & procedures. This position reports to the Director of Underwriting and works closely with various departments including Sales and Operations.

**Key Responsibilities:**

* Underwrite Small Business Loans in a variety of industries
* Assist in the development of credit policies & procedures
* Help develop financial models and projections
* Help incorporate new technologies and analytics into our lending activities
* Make credit decisions within approval authority
* Recommend and present deals to internal credit committee members
* Work on various special projects

**Required Qualifications:**

The ideal candidate will possess the following qualities:

* 2 to 3 years of relevant work experience.
* College degree in Finance, Accounting, Economics, Business Administration, Math, or similar field.
* Demonstrated self-starter and ability to work independently and with others, who goes beyond job description to make certain goals are achieved.
* The ability to analyze and calculate small business and personal cash flow.
* Previous Credit Training is a plus.
* Previous Approval Authority is a plus.
* Expert knowledge of MS Excel required.
* Ability to thrive in an entrepreneurial, team-oriented, mission-driven environment.
* Demonstrated interest in the mission and values of Opportunity Fund.

**Compensation, Benefits and Office Location:**

* Competitive salary commensurate with experience
* Medical, Dental, Vision, Life & Disability coverage 100% company funded for employees. Family coverage also available.
* Tax deferred 403(B) retirement plan (some employer contribution)
* Paid vacation (increased with tenure), holiday and sick leave days
* Public transportation or paid parking benefit
* Location: Opportunity Fund’s San Jose Office

**To Apply:**

* Interested candidates should email a resume and thoughtful cover letter to jobs@opportunityfund.org that includes how you heard about the position and “Underwriter” in the subject line.

Diverse candidates are encouraged to apply. Opportunity Fund is an Equal Opportunity Employer. www.opportunityfund.org