Position Announcement | **Vice President, Loan Closing and Compliance**

**POSITION DESCRIPTION**

Main Street Launch is a lender seeking a Vice President, Loan Closing and Compliance. Reporting to the CFO, the role is responsible for leading loan operations, day to day service and the timely closing of loans within compliance guidelines. The position will ensure compliance with regulatory, secondary, and insurer requirements as well other lender policies. Main Street Launch is a Community Finance Development Institution (CDFI) based in Oakland, CA that has provided advisory services and loan capital to Bay Area small businesses for more than 35 years.

**Position Responsibilities:**

Responsible for assisting the organization with process improvements, upkeep of department documentation, providing support to senior management and business development staff on a full range of customer service issues and other administrative duties. In addition:

Loan Processing

* Provide support for all technical aspects and work flows of loan processing.
* Create and provide oversight to loan processing on an ongoing basis to ensure appropriate level of communication regarding policies and procedures.
* Provide necessary training and development programs to staff for loan closing and compliance operations, in addition to communicating best practices when internal issues are identified.
* Responsible for consistently reporting and analyzing loan closing turnaround times and implementing workflow improvement recommendations.

Loan Closing

* Reviews credit application for adherence to credit policy by verifying loan purposes with applicable program lending guidelines, internal lending authority requirements, compliance regulations, collateral requirements, etc.
* Reviews approved credit packages to determine and timely executes steps to obtain appropriate secured collateral position on borrower assets as required within applicable business loan credit approvals.
* Conducts UCC searches, reviews trust agreements, partnership agreements, etc. as required.  Orders and reviews: appraisals when required, title work, surveys, equipment and real estate evaluations, flood checks, as well as other reports and information necessary to verify and value potential collateral.
* Evaluates all reports and information received with respect to collateral evaluation and verification to determine if terms and conditions will be met.
* Produce closing checklists to maintain the quality of loan production.
* Prepare check requests for disbursements.
* Checks documents for proper vesting, legal descriptions closing dates and signatures.
* Ensure payment of SBA guaranty fees have been property documented.
* Prepares all necessary documentation required for closing, including assembly of customer loan files for internal portfolio management and record keeping.
* Oversees proper disbursements of SBA loans and works with staff to create/maintain appropriate loan files.
* Meets with clients to disburse loan and review loan documents.
* Guide the borrower for complete loan requirements before funding. Walk through of borrowers do’s and don’ts after funding.

**QUALIFICATIONS**

* Requires a Bachelor's degree (B.A.) from four-year college or university with emphasis in economics, computer science, statistics, math or business or equivalent lending experience. Master's degree in business related field strongly preferred.
* At least four years of work experience within business lending or other financial services industry.
* At least two years SBA 7(a) lending experience preferred.
* At least two years experience in a risk management position.
* Experience with credit scoring analysis.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Commitment to helping small business owners succeed and has a passion for the mission of Main Street Launch;
* Good people skills with experience collaborating with a multi-disciplinary, diverse, and dynamic team;
* Influencing Others – can establish meaningful connections with multiple stakeholders to affect positive outcomes;
* Must be able to work cross functionally to complete projects and prioritize workload with minimal supervision;
* Strong relationship building and leadership skills;
* Customer service orientation with the ability to solve complex issues in a changing environment;
* Ability to work under pressure with attention to detail and accuracy;
* Decision making, independent thinking and initiative; self-motivator;
* Extensive knowledge of credit underwriting, basic accounting and loan documentation;
* Extensive knowledge of business lending;
* Proficient PC skills using Microsoft Word, Excel and Outlook;
* Excellent math skills;
* Ability to prioritize work with an eye toward efficient process flow and organizational connectivity;
* Excellent organizational and administrative skills;
* Ability to write reports and business correspondence;
* Ability to effectively present information and respond to questions

**ENVIRONMENTAL CONDITIONS**

The work environment characteristics and physical effort described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Typically works in an office with adequate lighting and ventilation and normal range of temperature and noise level. Work assignments are diversified and may cause stress in meeting tight deadlines with scheduling requirements. The physical requirements of the job are for employees to talk, hear, bend/stoop, sitting, standing, and/or walking for up to 8 hours per day. Furthermore, the job requires employees to lift/carry/push or pull up to 15 pounds with or without assistance.

**ABOUT US**

Since 1979 we have empowered small business owners in the Bay Area, beginning in Oakland and expanding to serve the nine Bay Area counties. Through our core services we help small businesses EXPAND in size, INCREASE their profits, and REACH their goals. We are honored to work with successful, innovative, and community-oriented entrepreneurs. We believe in the power of entrepreneurship to transform lives and communities. In the last 10 years we closed 600 loans that totaled more than $41,000,000. Our borrowers have created thousands of new jobs in the Bay Area.

**How to Apply:**

Qualified candidates must submit a resume and cover letter highlighting their relevant experience to careers@mainstreetlaunch.org with “VP, Loan Closing and Compliance” in the email subject line.

*Main Street Launch will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance.*