



**POSITION TITLE:** Business Loan Specialist

**REPORTS TO:** President

**SCHEDULE:** Part-time (25 hours/week) Remote/Online/Work from Home

**ABOUT THE ORGANIZATION:** Founded in 2005, Housing Options & Planning Enterprises, Inc. (H.O.P.E.) is a non-profit organization providing the community with comprehensive housing counseling and financial literacy, helping individuals and households acquire the housing that meets their needs.

Our services foster self-sufficiency, sustainable housing, and economic development.

**POSITION OVERVIEW:** The Business Loan Specialist is responsible for meeting goals related to sourcing loan applicants, processing applications, generating earned revenue (pricing and volume of closed loans) and portfolio management that are consistent with the organization's internal program requirements and external funder restrictions. The Business Loan Specialist is also responsible for identifying and expanding community development, consumer, and micro-lending opportunities in target markets with a focus on providing loan financing to support all active loan programs. This position will assist the President with the execution of business development programs that meet's overall business plan, mission fulfillment, and growth strategy.

**RESPONSIBILITIES:**

The Business Loan Specialist will be part of a dynamic Lending team and will support the team's responsibilities for loan deployment and credit administration. Specific responsibilities include, but are not limited to, the following:

- Help the organization generate a constant inflow of new lending clients
- Underwrite small business loan transactions, including business plan reviewing, financial analysis and due diligence
- Prepare credit analysis and recommend memos for review and approval
- Verify feasibility and structure of proposed loan and the character, capacity, collateral, and cash flow of the borrowers
- Meet individual and regional goals and objectives as assigned
- Develop and maintain relationships with individuals and organizations with strong community ties that are consistent with H.O.P.E.'s mission. These organizations may include, but are not limited to, credit unions, banks, certified development companies, chambers of commerce, governmental agencies, etc.
- Assist our portfolio management team in working with clients whose loans are past due and/or their business is showing signs of trouble
- Support portfolio team with ad hoc reports as needed
- Provide pre-loan technical assistance to help business owners navigate and complete the loan application process.



- Plan and develop skill building group trainings that provide small business owners with the business tools needed to be successful
- Maintain close customer contact to ensure continued satisfaction, and to follow or anticipate additional financing needs
- Monitor and report changes in credit quality
- Ensure that H.O.P.E. is in possession of current financial information and that proper and complete credit files are on hand
- Participate in promoting H.O.P.E. products and services at different functions
- Convert Client Leads to Applications – Meet with Leads to assess loan readiness and credit worthiness.
- Package Applications for Consideration - Collect information and documentation pertaining to the borrower, guarantors, collateral, and details about the business management.
- Provide Technical Assistance – For any prospective borrowers that need pre-application or post-closing support, refer them to the appropriate resources for counseling.
- Portfolio Reporting - Prepare analytic reports on loan portfolio performance on a monthly, quarterly, and annual basis. This includes generating investor and internal reports that are accurate, complete, and timely.
- Perform Borrower Site Visits – On a recurring basis, visit borrowers' places of business and document the loan file with details about the client meetings, collateral inspections, and operational soundness.
- Develop and Execute Marketing Strategies - In partnership with the CEO and other program staff develop consumers and micro-loan products and market strategies that create exposure for increase brand awareness as well as drive sales volume. This can include recovery products launched in conjunction with partners; for example, in response to the COVID 19 pandemic and its impact on consumers and small businesses.
- Other duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

- 2+ years of experience with a commercial lender a must
- Bachelor's degree in Business Administration, Accounting or Finance (preferred)
- Experience providing small business technical assistance and/or training (preferred)
- Excellent communication and presentation skills, both written and verbal
- Proficient computer skills using Microsoft Word, Excel, Power Point and Outlook
- Demonstrated commitment to working with low-income communities
- Hands on experience working with small business owners is a plus
- Available to work occasional nights and weekends as needed
- Experience and/or familiarity with small business financial management and marketing
- Understanding of small business development as a tool for community-based economic development
- Bachelor's degree in business management or related field (such as city planning, economic development, finance, or economics).
- Working knowledge of lending underwriting principles to include cash flow analysis, collateral assessments, consumer credit screening, and key business soundness metrics.



- High proficiency in MS Office Excel, Word, PowerPoint, and related products.
- Ability to thrive in an independent work environment and seamlessly work with teams
- Able to exercise discretion in handling confidential information.
- Must have a genuine passion for serving the entrepreneurial community in a mission-driven, small office work environment, with flexibility and enthusiasm.
- Strong written and verbal communication skills, as evidenced by a recent writing sample
- Ability to build a network of partners & manage relationships with key stakeholders
- A history of delivering superior customer service to internal and external stakeholders. This includes being responsive, friendly, and respectful of others.
- Reliable transportation and comfort traveling throughout the service area to meet with clients and partners.
- Ability to manage time efficiently and effectively.
- Self-starter willing to learn and take on new challenges.

**APPLICATION PROCEDURES:** Send cover letter, resume, a brief writing sample and salary requirements to [opportunities@hopefinancial.org](mailto:opportunities@hopefinancial.org) with “Business Loan Specialist, Last Name, First initial” in the subject line. No phone calls, please.

**APPLICATION DEADLINE:** This application has a rolling deadline. Based on the volume of applications received, this job posting may be removed.

**SALARY:** Commensurate with experience and skills.

**On-the-job training may be required or preferred for candidates.**

*H.O.P.E. is an Equal Opportunity Employer and does not discriminate because of age, race, gender, religion, national origin, marital status, sexual orientation, gender identity, or disability.*

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