

Position: Commercial Loan Officer

Location: Charlotte, NC (preferred), Durham, NC, or Washington, DC

The Organization:

Self-Help is a community development lender founded in 1980 that creates and protects ownership and economic opportunity for minority, women-headed, rural and low-wealth families through home and small business lending. It has provided over \$6 billion in financing to help more than 75,000 low-wealth borrowers buy homes, start and build businesses, and strengthen community resources across the country. Self-Help's affiliate, the Center for Responsible Lending, researches and advocates for state and national legislation to address predatory lending practices and policies.

Self-Help and the Center for Responsible Lending are national organizations based out of Durham, North Carolina with regional offices in North Carolina, Washington DC, and California. Nationally and internationally recognized as a leader in community development lending, Self-Help is one of twelve nonprofits featured in *Forces for Good: The Six Practices of High Impact Nonprofits*.

Job Description

The Commercial Loan Officer's (LO's) primary responsibilities are to originate and close commercial loans that conform to Self-Help's underwriting policies. The LO will perform a detailed analysis of an applicant's financial information, industry, management capacity, and collateral, among other factors, in order to complete a loan transmittal for underwriting. It is critical that the individual in this role understands the value of customer relationships as the LO will have frequent direct contact with both internal and external customers. In addition, it is important for the LO to demonstrate great flexibility and openness to change, particularly in helping to inform the work of Self-Help's sector development strategies and small business lending. Current sector focuses include charter schools, commercial real estate, energy efficiency and green, healthy foods, child care, faith-based and affordable housing.

Principal Responsibilities

Working with fellow LO's and sector lending leaders will be critical in this position to achieve the responsibilities below.

- Evaluate loan requests, including analyzing financial statements and management capacity.
- Originate and close loans in coordination with underwriting and closing staff.
- Provide excellent customer service, including prompt responses, basic technical assistance and referrals to other technical assistance providers as appropriate.
- Service loan portfolio and work with portfolio management team on troubled loans.
- Meet loan production and delinquency goals.
- Assist in the implementation of business development plans as necessary primarily within a nearby geographic area, including one-on-one meetings and presentations to referral sources and potential borrowers.
- Assist in product development with sector lending leaders, contributing knowledge based on industry and credit experience.
- Continue relationship management post-loan closing, monitor and process construction draw and conduct annual site visits
- Assist portfolio management team on troubled loans

Required Skills:

- Strong quantitative skills

- ability to spread and analyze financial statements, study and evaluate information and make sound recommendations based on risk assessment
- ability to prepare and analyze operating projections, budgets and cash flows
- ability to quickly learn and analyze new industries, considering industry drivers and competitive threats, and developing new contacts to provide in-depth industry knowledge
- Ability to conduct financial analysis and assess contracts, appraisals, and other relevant data
- Solid communication skills
 - ability to communicate clearly and effectively with clients and team members, including setting appropriate expectations
 - ability to write clear and concise loan transmittals, including translating financial and numerical data into written form
- Strong attention to detail
- Ability to work in teams
- Ability to maintain strong relationships with referral sources and other internal and external key stakeholders, including presenting Self-Help products and programs to individuals and groups as necessary
- Proficiency with MS Word and Excel
- Ability to set priorities and organize competing priorities
- Sensitivity to issues of low-wealth borrowers and a desire to work in a racially and socially diverse organization

Desired Skills:

- Ability to provide critical assessment of standard underwriting criteria (financial analysis, management assessment, collateral risk, etc)
- Spanish fluency a plus

Physical Requirements:

Frequently requires use of manual dexterity and repetitive motions, primarily with the wrists, hands, and/or fingers. Must be able to occasionally lift and exert force of up to 10 pounds.

Compensation:

Competitive nonprofit salary, based on experience, plus a generous benefits package.

Application:

To apply, please send resume and cover letter describing why you are a fit for this position to hr@self-help.org. Please include position title as subject of email.

Self-Help is committed to providing equal employment opportunities to all persons regardless of race, color, class, age, religion, disability that can be accommodated, marital status, ancestry, nationality, family status or sexual orientation.