



*Lending to people, Investing for resilience*

## **Craft3** **Job Description**

**Date:** March 2018

**Job Title:** Commercial Credit Underwriter

**Reports To:** Credit Officer, SVP

**Location:** Seattle, WA, Spokane, WA, Walla Walla, WA, Bend, OR, or Klamath Falls, OR

**FLSA Status:** Exempt

### **CRAFT3 BACKGROUND**

Craft3 is a non-profit Community Development Financial Institution (CDFI) with a mission to strengthen economic, ecological and family resilience in Pacific Northwest communities. We do this by providing loans and assistance to entrepreneurs, non-profits, individuals and others, including those who don't normally have access to financing. We then complement these financial resources with our expertise, personal connections and other advocacy for our clients. Learn more at [www.craft3.org](http://www.craft3.org) and [www.craft3.org/videos](http://www.craft3.org/videos)

### **POSITION PURPOSE**

Position is responsible for underwriting commercial loans. Underwriter is responsible for the financial analysis of potential new borrowers, existing borrowers, and also assisting lenders with the process of closing loans and post-closing maintaining ongoing financial analysis and credit quality.

This position plays an integral role in Lending. The position involves the development of strong working relationship with Lenders, Credit Risk Management and other Underwriters to analyze new commercial credit opportunities, underwrite new or renewed credit exposure, and help manage a portfolio of loans. Work includes gathering information and performing research and analysis to identify, quantify, and mitigate underwriting risk inherent in commercial lending and interacting with borrowers via phone or occasionally face-to-face.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include some or all of the following and are not intended to be all-inclusive. Craft3 reserves the right to change, add or delete responsibilities and duties as seen fit. An employee's specific job duties, priorities, and performance expectations are detailed in his/her individual performance plan.

- Provides in-depth analysis of financial statements, projections and business plans. Assesses prospective borrower cash flow to assess loan term options and feasibility.
- Analyzes the impact of industry and competitive dynamics and macroeconomic events on the creditworthiness of clients and prospects
- Understand complex transactions (multiple entities, multiple funding partners, startups) and can summarize the salient business plan assumptions and the borrower's ability to implement their plan.
- Analyze loans for a variety of structures and disciplines of lending (fixed asset financing, current asset financing, bridge loans). Recommends and models appropriate loan structure which reflects Craft3 commitment to asset quality.
- Prepare and present to the applicable credit committee an in-depth credit recommendations for new loans, amendments, and renewals.



*Lending to people, Investing for resilience*

- Completes ongoing periodic credit servicing of loans within the portfolio including analyzing financial statements and covenant compliance, identifies deteriorating credits
- Effectively and efficiently communicate knowledge and expertise to others (internally and externally).
- Balance multiple projects at one time.
- Coordinate credit pipeline within per assigned lenders
- Seek assistance and insight from others when appropriate.

### **Brand Management**

- Supports Management and Supervisors Priorities Agreement; Collaboration, Behaviors, Accountability and Compliance.
- Support the organization's All Team Performance Standards; Ownership, Respect and Flexibility.
- Demonstrate stewardship for the Craft3 Brand.

### **AUTHORITIES**

- Evaluates and determines key risks, credit worthiness, covenant compliance and risk rating on applicable credits
- Determine borrower is in compliance with covenants and affirm satisfactory risk rating
- Propose follow on credit action for existing loans in portfolio.
- Analyze, recommend and implement process and the flow of information to and from Lenders.

**POSITION SCOPE – Direct Reports - None**

**POSITION SCOPE – Indirect Reports - None**

**PEER POSITIONS - Other Underwriters**

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **TYPICAL PROBLEM SOLVING**

Applying common sense understanding to carry out detailed and complicated written or oral instructions. Dealing with problems involving many variables in sometimes difficult and stressful situations. Ability to identify and prioritize Craft3 risks in a potential or existing borrower; develop appropriate risk mitigation strategies; read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public; calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry. Proficiency with major software programs; e.g. Contact Management Systems, Word Processing and Spreadsheet software.

### **MINIMUM EDUCATION REQUIREMENTS**

Four to six years' experience in financial analysis and underwriting, preferably in commercial



Lending to people, Investing for resilience

lending, or the equivalent combination of education and work experience.

### **MINIMUM WORK EXPERIENCE**

Four to six years related experience and/or training.

- Experience in analyzing project financials, underwriting start-up businesses and community economic development.
- Thorough understanding of the principles of finance, strong math skills, and the ability to identify and resolve complex financial problems are essential.
- Basic computer skills, including Microsoft Word, Excel, and PowerPoint.
- Excellent written and oral communication skills, including a comfort level with public speaking.
- Strong customer relationship management skills.
- Through understanding of the financial planning processes (forecast, budgets and strategic plans).

### **OTHER SKILLS AND ABILITIES**

Applies common sense understanding to carry out detailed and complicated written or oral instructions; Able to deal with frequent change, delays, or unexpected events; Obsessive attention to detail, ability to balance multiple work assignments; organized work habits; ability to work independently. Proficiency with major software programs: e.g. Contact Management Systems, MS Office Suite.

**CERTIFICATES, LICENSES, REGISTRATIONS-** None required

### **WORK ENVIRONMENT**

The work environment characteristics 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. The noise level in the work environment is usually low to moderate as found in typical office environments.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision. Some travel to company events and branch offices will be required.

### **How to Apply**

Application is **Open Until Filled**

Complete the application online at [www.Craft3.org/Careers/Jobs](http://www.Craft3.org/Careers/Jobs)

Copy URL:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=craft3&jobId=93270&lang=en\\_US&source=CC2](https://workforcenow.adp.com/jobs/apply/posting.html?client=craft3&jobId=93270&lang=en_US&source=CC2)

*Craft3 is an equal opportunity employer; women and minorities are encouraged to apply.*