

Position: C3 Lending Officer

Who We Are:

C3 Fund is a community development financial institution (“CDFI”) that provides capital and technical assistance to local real estate investors operating in low to moderate (“LMI”) income communities. C3 Fund focuses on being a funding partner to BIPOC and women real estate investors who acquire and renovate 1-4 unit properties. While C3 became a CDFI in 2017, the parent company Renovo Financial has done community lending for a decade. Renovo Financial is a Chicago-based business-purpose mortgage originator and servicer. Renovo was founded in 2011 and in the past 24 months has expanded from Chicago to de novo offices in other major MSAs across the country, including Boston, New York, Dallas, and Miami. Having previously been recognized by Crain’s as one of the Top 50 fastest growing companies in Chicago (2017-2018), and backed by a group of prominent institutional investors, Renovo increased growth by over 200% in 2021.

Position Summary:

The C3 Lending Officer is the star of the show! The Lending Officer is a specialized real-estate financial advisor who manages a book of business at C3. The Lenders are the conductors, the main relationship managers, the most significant relationship between the client and C3. You are focused on building a book of business and onboarding new clients. Day to day, you will capture the structure and context of each deal and work closely with the loan processors to ensure your deals can be efficiently processed and underwritten. You are responsible to effectively serve existing clients, continue to grow strategic relationships, and grow your book of business with new customers. You will work closely with a team who properly sets expectations, hustles harder, and celebrates success!

Ideal Candidate:

The ideal candidate for this role is someone who has at least three years of experience as a Loan Officer at a community bank or private lender. We are looking for someone who is passionate about making an impact in Chicago’s historically disinvested neighborhoods. Someone who is excited about being a funding partner for small BIPOC and women entrepreneurs. This candidate must live and breathe amazing customer service and also deliver on expectations while building their book of business!

Corporate Mandates:

- Build your Book of Business (Your Dream 50)
- Take a full application from a client
- Document the customer’s story – Past, Present, and Future (The C3 Artifact)
- Develop a Circle of Success for each client
- Become a trusted advisor to your clients
- Review core documents before building a Letter of Intent (Credit report, asset statements, REO, etc)
- Work with your Production Assistant to produce an LOI and deliver to the client
- Perform routine site visits to projects in your Book of Business
- Assist the Portfolio Management team in helping clients exit troubled projects

Responsibilities:

- Complete product and sales training
- Finalizes business plan
- Maintains detailed weekly planner and activity log, reviews with SVP
- Establishes relationship with 20+ customers
- Closes 5 loans per month for 3 consecutive months
- Grows client portfolio to 50 active customers averaging 5-10 loans per month.
- Achieves a customer repeat rate of >50%
- Self directs gathering of loan documentation for Credit Analyst Underwriting
- Identified and develops relationships with external strategic partners. At least one of each Circle of Success category (realtors, contractors, etc)
- Gains visibility in LMI real estate investor community through speaking engagements and organizing/leading round-table discussions
- Attends an additional 1-2 hours of coaching and mentoring each week with VP/SVP officers



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Behavioral Characteristics:

- **Great Attitude:** You always come into work with a positive attitude and a "I will find a way to get it done" mentality
- **Determined:** You stay on course even during difficult assignments and you crave opportunity for advancement
- **Passionate:** You are dedicated to serving underserved real estate investors
- **Team Work:** You must believe that to be successful you need to leverage and trust your team! You lead by example!
- **Say "Yes":** You always find a way to say, "Yes" to all reasonable requests