



## **Job Announcement**



**TITLE:** Senior Lending & Business Development Officer

**REPORTS TO:** President of Community LIFT

### **Overview:**

The Senior Lending & Business Development Officer will manage the River City Capital Redevelopment Loan Fund. In addition, the Senior Lending Officer will work with the LIFT Team and board members of River City Capital to achieve the organization's economic development goals and mission. This person will lead lending activities, the creation of loan products, and provide business growth support to clients.

### **50% Support the growth of River City Capital's Loan Fund**

- Build a pipeline of RCC borrowers via direct or indirect customer contact, including:
  - Seeking out, cultivating and meeting with potential borrowers and associations to get leads for new borrowers.
  - Perform analyses of businesses' financial health for accessing RCC's loan products.
  - Facilitate site visits of prospective companies/businesses.
- Build working relationships with existing companies, including:
  - On average, visit ten existing companies per month to identify opportunities for RCC to help the companies expand or remain competitive.
  - Assess the assets and opportunities of individual companies through periodic surveys, interviews, and visitations.
  - Establish early warning systems to flag at-risk businesses that require assistance.

### **25% Manage the River City Capital Loan Fund**

- Perform data evaluation on information retrieved from loan applications
- Conduct risk assessments on potential clients based on previous borrowing history, credit rating, industry experience and other factors
- Research project costs for remodeling and renovating properties listed on loan applications
- Prepare reports detailing risk assessment findings and other data that contribute to lending decisions
- Schedule and compile documentation for loan review.
- Coordinate loan closing, initiate loan disbursements and conduct periodic audits of loan files and identify procedural modification.
- Customer service – borrower calls, inquiries, requests for payoff amounts.
- Prepare portfolio reports – delinquencies, concentrations, investor analyses.
- Request financial statements and other documents specified in the loan agreements and follow up with borrowers to ensure receipt; review financials and other documents with president as appropriate.

- Follow up with delinquent borrowers when nonperformance may require workouts, term adjustments, foreclosure.
- For loans – prepare status reports work as needed with attorney.

## **25% Conduct Business Growth Support**

- Perform analysis of existing clients businesses to evaluate growth opportunities.
- Provide technical assistance and business counseling.
- Link businesses with public programs to support effective growth or other technical assistance.
- Serve as a guide on incentive application processes.

### **Desired Competencies:**

- Proven ability to underwrite loans and analyze deal risk
- Proven ability to develop business leads and structure workable deals
- Proven ability to advise businesses for revenue growth
- Proficiency with Microsoft Word, PowerPoint, and Excel is required
- Excellent verbal and written communication skills, including ability to adapt communication styles to the audience, inspire confidence and represent Community LIFT and River City Capital

**Desired Abilities:** LIFT is seeking highly motivated individuals with a passion for helping businesses grow, creating quality jobs and serving people in distressed communities.

- Must be a self-starter; exceptional organizational skills required; ability to meet designated deadlines is also a critical qualification.
- Ability to prioritize duties and work independently while remaining flexible to changing assignments.
- Must be able to maintain the highest level of confidentiality; ability to handle sensitive material concerning the company and River City Capital borrowers.
- Ability to develop leads and identify feasible options for structuring successful financial deals.
- Ability to meet with clients and neighborhood contacts in the evenings and weekends.

### **Education and/or Experience:**

- Bachelor's Degree and 8+ years lending or economic development experience required
- Demonstrated experience in loan documentation, preparation and review
- Experience in lending required; experience in lending to financial and/or non-profit institutions will be an advantage
- Ability to understand financial statements in order to perform credit and financial analysis is required
- Ability to understand loan documentation is required
- Demonstrated experience in relationship building and community engagement
- Experience in nonprofit or small office environment a plus.

Experience in banking business product sales and/or economic development is a plus. The strongest candidates will have existing relationships with financial and educational institutions, business incubators and local, regional and state economic development agencies.

**Salary Range** \$70,000 to \$85,000 yearly.

**To Apply**

Interested individuals should submit a letter of interest, three references and resume to Ms. Amelia Crowley, Operations Manager, Community L.I.F.T., Corp., 119 Court Avenue, Suite 100, Memphis, TN 38103. **Deadline to apply is August 16, 2019.** Please, reference the position in the subject line of your email. NO PHONE CALLS. **Only those applicants that will be considered for the next step in the hiring process will be contacted.**

*Community LIFT is an Equal Opportunity Employer and welcomes applications from individuals who will contribute to its diversity.*