

JOB DESCRIPTION

Job Title: Loan Officer, Arlington, VA

Loan Officer provides pre-loan and post-loan training and technical business assistance services to low-to-moderate income entrepreneurs who want to start or expand a small business.

Job Responsibilities:

Marketing/Client Intake: Conduct marketing/outreach activities to provide information about the programs to potential clients. Ascertain clients for loan eligibility and assists clients in completing business loan applications.

Pre-loan Technical Assistance: Provide guidance and training, either in groups or one-to-one sessions, to potential borrowers on issues related to small business management such as marketing, bookkeeping, financial strategy and cash flow management.

Loan Packaging: Acquire basic loan information, review application for thoroughness, determine the need for additional information, perform the necessary due diligence including site visits and checking references, and verify accuracy and completeness of information provided.

Loan Analysis & Presentation: Analyze and score the loan package in terms of business viability, credit/character, collateral, and owner's equity. Work with clients to strengthen their packages. Take loans through internal staff review and approval process. When packages are ready, present them to the Loan Review Committee.

Post-loan Technical Assistance/Collection: Provide technical assistance and training, such as record keeping, bookkeeping, budgeting/planning, marketing, cash flow preparation, cash management, tax planning, compliance with the law, etc., to clients. Review the monthly payment status of current loan clients and assist in collection. Gather reportable statistical and non-statistical information on clients on regular basis.

Recruit Volunteers and mentors: Select and recruit volunteers who have the technical know-how and expertise (e.g. CPAs, lawyers, marketers, etc.) to assist clients on site on one-to-one basis.

Other Duties: Assist with training workshops, outreach activities, and other duties as assigned.

QUALIFICATIONS:

- Two years of experience in one of the following: small business or entrepreneurship, business training/counseling, loan processing/servicing, preferably with a micro-enterprise or a bank with good community outreach experience.
- Excellent interpersonal and analytical skills.
- Ability to work with clientele of wide ranging ethnicity, educational level, socioeconomic status.
- Excellent verbal and written proficiency in English; Working proficiency in Spanish language is preferred.
- Computer proficiency in word processing, spreadsheet, database programs.
- Requires access to a vehicle for client site visit.
- Willingness to learn, initiative, and a team player.
- At least a BA/BS degree in finance, business administration, accounting, or in a related field.
- Must have a clean driving record and a dependable car.

Reports to the Senior Loan and Technical Manager

ECDC EDG offers Competitive Salary and Benefit Packages.

ECDC EDG is an Equal Opportunity Employer.

Send cover letter, along with resume, three professional references and salary requirements via fax at 1-703-685-4200, email at edg-hr@ecdcus.org or mail to: ECDC Enterprise Development Group (EDG), Human Resources, 901 S. Highland Street, Arlington, VA 22204.