



Loan Officer Job Description

Dorchester Bay Economic Development Corporation (DBEDC) is a non-profit community development corporation founded in 1979. Their Small Business Assistance Program offers technical assistance and access to financing for entrepreneurs and small growing businesses in Dorchester, Roxbury, Mattapan and Hyde Park. The Dorchester Bay Neighborhood Loan Fund (DBNLF) provides direct financing through the Small Business Administration (SBA) Microlending Division and is a certified Community Development Financial Institution (CDFI) by the US Treasury Department.

Opportunity:

Working with the Director of Economic Development, this is an opportunity for an action oriented individual to contribute to the DBEDC Small Business program's progress and strengthen its position as a leader in mission-based Impact Lending. Supported by a revamped web portal with state-of-the-art tools and access to an on-line lending platform as well as a partnership with the City of Boston and other community based organizations and local financial institutions to build a pipeline, we are poised for even greater growth. The goal: grow the portfolio from under \$500,000 to over \$5 million.

The Position:

Key aspects of the position: business development, pre and post loan technical assistance to clients, credit analysis, underwriting, financial forecasting, loan packaging and supporting the Loan Officer - Compliance in servicing, compliance with the SBA, the CDFI Fund, grant opportunities and outreach to the community.

Responsibilities:

- Business Development including marketing the program, helping to build the pipeline, closing loans and growing the portfolio
- Work directly with Boston based community partners in supporting entrepreneurs, startup and growing businesses to assist clients with the development of business plans, financial cash flow projections, sales/pricing, and market analysis
- Interview loan applicants and collect financial and related data of the prospective borrower to determine the merits of the specific loan request.
- Establish and negotiate, where necessary, terms under which credit will be extended, including the costs, repayment method and schedule and collateral requirements. Solid understanding of underwriting processes including financial and credit analysis is necessary.

- TA/FA proposal and compliance reporting to the SBA and the CDFI Fund. Remain updated on all regulations, policies and procedures relative to commercial lending and to ensure a compliant portfolio.
- Ability to assemble and present loan packages to a loan committee.
- Provide financial workout plans and post-loan technical assistance with Boston based community partners and the Loan Officer - Compliance
- Assist Director of Economic Development, as needed, in increasing the Loan Fund's visibility and to enhance new business opportunities
- Review and revise commercial loan policies and procedures as requested or assigned.

Qualifications:

- Three to five years' experience in banking, small business/commercial lending, and credit administration
- Knowledge of credit and lending products and services, as well as analysis of financial indicators related to credit management
- Strong commitment to community and economic development ideals
- Strong oral and written communication skills
- Strong interpersonal skills and proven ability to work effectively with a wide variety of people and organizations, and in racially, ethnically and socioeconomically diverse environments
- High degree of self-motivation, creativity and flexibility in face paced environments
- Ability to network with bankers, government and community, and business representatives to generate loans, promote DBNLF, and increase client contact in and around the Dorchester area
- Proficiency with common office software and experience with SBA reporting software a plus

Experience with:

- Businesses in a multicultural environment
- Micro business finance, or mission based lending
- Credit analysis, and business lending
- SBA and CDFI Fund Compliance reporting

Preferences:

Relevant experience and education in business administration, finance, or its equivalent in recognized industry training. Cape Verdean Creole, Spanish speaking or other language ability a plus.

Dorchester Bay Economic Development Corporation views diversity, inclusion and cultural competence as vital guiding principles in all our work with clients and communities. We welcome and encourage applications from visible minority group members, indigenous persons, members of the LGBTQ community, persons with disabilities and others who may contribute to the diversity of the organization and reflect the diversity of the communities we serve.

Please submit a cover letter and a resume to Vincent Pina, Director of Human Resources, at vpina@dbedc.org.