

JOB ANNOUNCEMENT

I. Job Title: Business Loan Officer

Supervisor: Director of Business Lending

Location: Philadelphia, PA

II. POSITION SUMMARY

Position reporting to FINANTA's Director of Business Lending, the Business Loan Officer is responsible for generating, underwriting, and closing new FINANTA loans in Philadelphia County and surrounding counties as the organization expands its footprint; servicing a loan portfolio of microenterprises and small businesses; providing technical assistance on an ongoing basis for new and existing borrowers; and assisting with the expansion and development of FINANTA's lending programs and products.

III. BACKGROUND

Our individualized technical assistance and financing solutions provide our clients — mostly under- or unbanked individuals — with the means to build credit and develop economic self-sufficiency over time. FINANTA was founded in 1996 and in its history has distributed over 738 loans totaling \$38.7 million in the City of Philadelphia. We are a certified U.S. Treasury Community Development Financial Institution (CDFI) and Community Development Entity (CDE), U.S. Small Business Administration Microloan Intermediary, and approved participating lender for the Pennsylvania Housing Finance Agency's (PHFA) home purchase program.

IV. RESPONSIBILITIES

- Increase loan portfolio by originating, underwriting and closing loans
- Develop a plan with direct supervisor to increase customer base and attend to existing portfolio demand
- Build strong referral relationships throughout the City of Philadelphia
- Assist clients throughout application process providing comprehensive technical assistance (TA) at all stages
- Assess and identify prospects for small business and credit-building loans; manage referrals
- Support program impact tracking by reporting indicators in loan servicing software, The Exceptional Assistant (TEA), i.e. jobs created/retained, assets gained, credit score improvement, etc.
- Perform annual client site visits and default/foreclosure assistance
- Understand and support FINANTA's mission, and align work and values accordingly
- Follow policies and procedures, complete tasks correctly and on time, contribute to lending goals/objectives
- Approach others in a tactful manner, react appropriately under pressure, and accept responsibility
- Follow instructions, respond to directions, keep commitments, understand level of confidentiality required by the position, and show flexibility in working schedule to meet organization/customer's priorities
- Tend to evening and weekend work as needed, including local events and conferences

V. QUALIFICATIONS

- An Associate's or Bachelor's degree in related field
- At least one (1) year or more experience in mission-driven lending
- Spanish language proficiency preferred; other language proficiency to be considered
- Knowledge of personal credit review a must; experience with credit counseling a plus
- Knowledge of Philadelphia area's small business technical assistance resources preferred
- Superior analytical skills required; experience underwriting/business analysis a plus
- Excellent written and verbal communication skills required
- Experience generating and/or delivering loan documents preferred
- Strong computer skills, including mastery of Microsoft Office; experience with loan servicing software a plus
- Ability to work independently or in team environment as required
- Demonstrated attention to detail and accuracy
- Valid Driver's License, and some travel required (approximately 25%)

VI. COMPENSATION AND BENEFITS

FINANTA provides a competitive salary. Full-time position with excellent benefits package, including: medical, dental, matching retirement contribution and paid time off. FINANTA is an equal opportunity employer.

Qualified/interested candidates should email their resume and cover letter directly to:
heatherhanowitz@finanta.org