

COMMUNITY ENTERPRISE DEVELOPMENT SERVICES (CEDDS)

Job Description: Loan Officer

CEDDS Overview: [CEDDS](#) is a non-profit impact investor firm whose mission is to support the American Dream of financial self-sufficiency, by assisting refugees, immigrants, and low to moderate income Metro Denver residents who desire to own or strengthen businesses, develop assets, and empower themselves financially. CEDDS is a qualified SBA Intermediary Lender and a Community Development Financial Institution (CDFI) that's facilitated over \$1.4 million of investment capital into the local community and has served nearly 300 refugees and asylees in developing financial assets through a savings-to-grant matching program.

Main Duties and Responsibilities: The Loan Officer is responsible to process and underwrite loan applications, supervise collections and provide technical assistance to refugee, asylee and low-to-moderate income entrepreneurs who want to start or expand a small business. Processing and underwriting applications includes reviewing intake forms, business plans and supporting documents; as well as conducting the financial underwriting, preparing the package and presenting it to the Loan Review Committee. Supervising collections includes establishing a client relationship with the borrower, monitoring repayments and booking loan transactions. The Loan Officer is responsible to providing training and technical assistance (T/TA) to applicants and clients.

Key Duties and Responsibilities:

- **Outreach:** May be called upon to represent CEDDS at community outreach events, including hosting a table or trade booth at festivals or forums. Present information on CEDDS and explain our products to targeted stakeholders to develop customers and the brand.
- **Client Intake & Loan Package Assembly:** Assess clients for loan eligibility and assist clients in completing loan application (including the business plan). Organize loan information (maintaining both hard & soft copies), review application for thoroughness and accuracy, determine additional information needs and perform the necessary due diligence, including site visits and reference checks.
- **Loan Analysis & Presentation:** Analyze and score the loan package in terms of business viability, credit/character, collateral, owner's equity and skill to operate business. Perform external analysis on applicant, including performing credit scores, OFAC checks and conducting reference checks. Work with clients to strengthen their packages. Take loans through internal staff review and ultimately present loans to the Loan Review Committee.
- **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 business startup, marketing, bookkeeping, financial strategy and/or cash flow management.
- **Post-loan Technical Assistance/Collection:** Provide technical assistance and training to clients, such as record keeping, bookkeeping, budgeting/planning, marketing, cash flow preparation, cash management, tax planning, compliance with the law, etc. Review the monthly payment status of current loan clients and assist in collection. Build relationships with clients and conduct regular check-ins to monitor the progress of their businesses. Gather client data on regular basis.
- **Repayment Management:** Establish Automated Clearing House payments for borrowers. Assess and manage documentation for all collateral. Track borrowers' principal and interest payments and prepare monthly ageing reports. Assist clients to restructure loans as needed. Make recommendations for writing off loans and collecting collateral.

- **Report Preparation & Submission:** Prepare and submit required reports to funders and Executive Director.
- **Other Duties:** Perform other duties as assigned by Executive Director and Loan Manager.

Qualifications:

- B.A. or B.S. degree is required; preference for a degree in Finance, Economics, Accounting, Business Management or related field
- Two to five years' experience in commercial underwriting, impact investing, finance, business consulting or business plan preparation (domestic or international)
- Strong financial analysis skills including understanding the linkages between the various financial statements and a proficiency in Excel
- Interest in impact investing or socially-minded businesses is desired, experience is preferred
- Ability and experience to work with low income individuals of wide-ranging cultures
- Excellent interpersonal and problem-solving skills
- Ability to speak more than one language a plus
- Proficiency with MS Office Suite (Word, Excel and PowerPoint). Experience with DownHome Solutions, Equifax and Credit Builder is preferred
- Proactive, professional and hardworking with strong organizational and analytical skills. Flexible with an interest to learn and develop professional skills

If interested, please submit a resume and cover letter to info@cedsfinance.org with "Loan Officer" in the subject line. The application deadline is January 31, 2017.