

## JOB DESCRIPTION

<b>Job Title</b>	Business Development Loan Officer
<b>Department</b>	Administration
<b>Reports to</b>	Senior Vice President, Chief Administrative Officer
<b>Positions Supervised</b>	None
<b>FLSA Status</b>	Exempt

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Summary

Develop new customers and promote the EDC Loan Corporation in the Kansas City Community. Work closely with the Senior Vice President/Chief Administrative Officer to grow the existing loan portfolios. Process initial loan requests while working with Loan Servicing Vendor on approval process and assist with portfolio management as necessary. Must have a working knowledge of Kansas City's Eastside including but not exclusively churches, neighborhood associations, businesses, and business associations.

## Essential Job Functions

- Market options for financing to businesses, commercial lenders, commercial realtors, churches and neighborhood groups/organizations. Must have knowledge of the EDC, federal and state programs and private options. Utilize public relations opportunities including the press, public speaking engagements, etc.
- Work jointly with the SVP/CAO for approval and funding of Revolving Loan Fund, Contractors Loan Fund and the River Market Micro-Loan Program to meet annual budgets. Working in conjunction with Marketing/Social Media staff in conducting various marketing activities targeting the City's Eastside businesses, neighborhood associations; participate in various seminars, training workshops and other public opportunities as a Revolving Loan expert and the River Market Micro-Loan programs.
- Work jointly with the SVP/CAO for approval and funding of loans using internal loan funds. Meet with area business groups and do presentations on the various loan programs available. Establish relationships with banks, other governmental loan funding agencies and non-profit agencies that target funds for businesses located on KC's Eastside.
- Meet potential borrowers for any of the loan programs offered by the EDC Loan Corporation and provide assistance if necessary in completing the loan package for submission to submit to the EDC Loan Corporation Board/Loan Committee.
- Market the EDC Loan Corporation loan programs to prospective borrowers and lenders.
- Work with the EDC staff, lenders, and potential clients on financing options for clients.
- Work with the Loan Servicing Vendor to process information from the application package to present to the SVP/CAO for a determination whether or not the prospective borrower is loan-worthy.

### Works with Loan Servicing Vendor to Prepare Loan Closing Documents and Close Loans

- Professionally coordinate collection of necessary loan documents from the borrower, legal counsel, and banks.
- Assist in processing information from the application package to determine whether or not the prospective borrower is loan-worthy.
- Work with EDC staff, and necessary parties to close loans.
- Meet with borrowers to execute loan documents.
- Assist and work with EDC staff to close all loans in compliance with local, state, and federal guidelines; assuring the property security of all collateral.
- Available to present potential borrower's request to loan committee.

### **Ancillary Job Functions**

- Promote the EDC Loan Corporation and its various products and services as one of the tools that the EDC of Kansas City offers in its overall economic development effort.
- Conduct community outreach through participation in various business and civic organizations committees and events.
- Working with staff responsible for marketing/social media to conduct joint marketing visits with other EDC department staff members.
- Jointly with the SVP/CAO recruit highly visible, successful CEOs in Kansas City to sit on the EDC Loan Corporation board of directors and educate them on our mission.
- Set appointments with potential loan borrowers.
- Maintenance of files, scanning of both paper and electronic files as required by EDCLC policy. Correct any files, either hard copy or electronic, as is necessary per policy, regulation, or program guidelines as part of ongoing file maintenance.
- Maintain Revolving Loan Fund/River Market Micro Loan program documents such as insurance, job count, etc.
- Organize all loan files for permanent record keeping by merging documents from the application file and the working files.
- Comfortable with preparing and presenting progress reports to the board.

### **Education and Experience** – An equivalent combination of education, training, and experience will be considered.

- Bachelor's degree in finance, accounting, or real estate required.
- Minimum of 2-4 years' experience in government economic development lending and/or commercial banking, and 2-4 years sales experience.
- Working knowledge of all aspects of commercial lending, including loan structuring, documentation and collection requirements.
- Must reside within the city limits of Kansas City, Missouri.
- Valid driver's license.
- Experience and education specific to Kansas City's Eastside that can be utilized to solicit loan customers.

### **Knowledge, Skills, and Abilities** which may be representative, but not all-inclusive of those commonly associated with this position.

- Knowledge of Salesforce

- Proficient in Microsoft Office Suite
- Ability to work independently
- Excellent customer service skills and professionalism
- Ability to work as part of a team
- Detail-oriented
- Effective time management skills and ability to work independently with minimum supervision required.
- Other duties assigned.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Moderate noise (i.e., phones ringing, printer/copiers, other employees on the phone.)

**Physical Abilities** commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Clarity of vision at 20 inches or less.
- Clarity of vision at 20 feet or more.
- Regularly sits, stands, walks, talks on the phone, and listens to other's requests. Ability to perform repetitive wrist or hand movements.
- Ability to drive a vehicle, walk, and stand.