



## **Loan Development Coordinator**

### **Full Time Position**

Reports to CEED Lending Manager

### **Objective:**

This position is responsible to grow the loan pipeline for CEED Lending. It also requires extensive customer contact, currently virtual but ultimately evolving to in person meetings.

### **Responsibilities:**

- Participate in marketing/outreach activities.
- Develop a pipeline for loan activity/conversion.
- Seeks opportunities through seminars, small business educational events,
- Collaborates with external stakeholders and supporters.
- Establish and cultivate relationships with other partner organizations to make and receive referrals.
- Work closely with management team to create and execute effective marketing campaigns.
- Become member of internal loan committee.
- Support client engagement through community outreach activities such as chamber meetings, DDA meetings, and other small business events that will be beneficial for CEED Lending.
- Develop a high degree of visibility in the marketplace representing CEED Lending.
- Provides prospective borrowers with
- Maintains regular contact with Loan Officer on status of active files.
- Report on market trends and or new programs that could impact CEED Lending.

### ***Other Responsibilities:***

- Attend regular staff meetings
- Attend and assist with Great Lakes WBC signature events
- Other responsibilities as assigned

**Requirements:**

- Bachelor's degree in Business/Accounting/or minimum of 5 years of work experience in small business, community, or mission-based lending.
- Ability to work independently and in a team environment is required.
- Ability to manage multiple tasks effectively and efficiently under minimal supervision.
- Good interpersonal skills and ability to work well with diverse constituents is required.
- Proficiency with MS Office is required with an emphasis on Excel.
- Knowledge of and commitment to community development preferred.
- Experience working with diverse range of communities and people.

**Application Process:**

Submit resume to Kelly Hill at [khill@greatlakeswbc.org](mailto:khill@greatlakeswbc.org). No phone calls will be accepted regarding this job posting.

For additional information please reference the website, [www.greatlakeswbc.org](http://www.greatlakeswbc.org)