



## **Small Business Loan Specialist (RLF Loan Specialist)**

**CEED Lending is an initiative of the Great Lakes Women's Business Council (WBC). Providing business expansion financing and small business loans.**

**Join a growing team and assist small business initiatives in SE Michigan!**

Full-Time Position

Reports to CEED Lending Manager

**Objective:** Identify, cultivate and process qualified loan applications for Oakland County Revolving Loan Fund (RLF).

### **Primary Job Responsibilities:**

#### **Loan Processing and Management**

- Compile and prepare loan applications for and submission to manager. Interface with manager for any additional documents or information needed from customer.
- Performs financial review and analysis in connection with EDA RLF including analysis of financial statements, cash flow analysis, and financial projections.
- Prepares closing documentation for compliance with EDA regulations. Perform analysis associated with application processing.
- Answer questions from customers and various professionals regarding all aspects of the loan application.
- Perform regular financial review and analysis in connection with EDA RLF including analysis of financial statements, cash flow analysis, and financial projections.
- Review semi-annual financial statements from clients and forwards documents requiring action to CEED Lending Manager.
- Recommend other sources of financial incentives such as CEED Lending Microloan/ LIFT Loan, or other.
- Facilitates the coordination of the project documentation flow, assuring that deadlines are met, filings complete and customers satisfied.
- Complete any required loan filings after loan closing (UCC, Mortgage, Vehicle title, etc.)

- Works with CEED Lending Manager to compile and prepare the bi-annual EDA reports.
- Alert CEED Lending Manager of portfolio makeup irregularities per EDA/CDFI guidelines.
- Monitor and implement regulation changes via bulletins from EDA.
- Travels to various locations to attend training and seminars to remain current on program changes.

### **Outreach and Engagement**

- Coordinate and speak to local groups, community groups and businesses to identify their needs and provide information regarding Oakland County RLF. This may be in person or virtual.
- Work with resources within the Oakland County One Stop, EDC, BFC, and other areas to cultivate referrals.
- Generates leads for new loan prospects by working with Chambers of Commerce, local communities, business service providers and local, regional, and state development agencies. Participate in attending trade shows and related activities such as targeted marketing programs, one-on-one prospecting.
- Follow up, track and monitors client and prospect needs and services provided. Maintains current records of new, pending, and closed prospect files.
- Proactively works to bring EDA RLF financing deals by working with lenders, business service providers and business associations to explain and market this product as a financing alternative.
- Provide programming designed to explain the use of the EDA RLF program and other related opportunities and services.
- Attend training and seminars to remain current on any program changes.

### **REQUIRED MINIMUM QUALIFICATIONS**

1. Possess a bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, Economics, Accounting, Finance, or related area; AND
2. Have had two (2) years of full-time work experience in financial analysis related to small businesses, small business lending, general accounting, cost accounting or a closely related area; AND
3. Previous experience working with small business owners, entrepreneurs; sensitivity to the challenges of small business owners preferred.

Application Process:

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

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