

Position Title: Business Lending Specialist
Reports To: Executive Director
Standard Operating Hours: TBD
Status: Part-time; Non-exempt

Organization Overview:

Progress OKC is a 501(c)(3) nonprofit Community Development Corporation created to support and revitalize Oklahoma City communities that have experienced significant disinvestment. Our mission is to strengthen and preserve the social and economic fabric in Oklahoma City's underserved communities by engaging in programs and partnerships focused on housing stability, economic mobility, quality of place and education.

Our vision: Safe, healthy and economically vibrant neighborhoods and commercial corridors where urban wellness is fully realized. Our revitalization projects include affordable housing development, small business support, cultural and historic preservation, and park renovations.

Position Summary:

Progress OKC is seeking a qualified Business Lending Specialist to support Progress OKC's growing financial operations. This position will administer loans and other forms of capital to a company or an individual for business expansion and operation.

The position is responsible for developing a new business model, which includes activities such as but not limited to underwriting, structuring and closing of commercial loans, as well as maintaining and servicing a commercial loan portfolio.

Essential Job Functions:

Administration:

- Interview applicants to determine loan requirements and gathers pertinent information for loan applications.
- Review and analyze applicant's financial status, credit, and asset evaluation to determine feasibility of granting loan, establishes credit limit through written and/or oral assessment; resolve uncertainties relating to customer application information through inquiries with applicant or creditors.
- Conduct financial analysis on borrowers to assess ability to repay loans, monitor trends and conditions, and alert Executive Director about potential problems while managing risks and relationships
- Prepare financing proposals consistent with approval for presentation to the applicant.
- Structure loans within policy that may combine several non-traditional financial assistance programs to leverage traditional bank funding.
- Approve loan within specified limits or champion loan opportunities to the Loan Committee and/or Board of Directors for proper approval.
- Manage loan portfolio including renewals, modifications, updated credit analysis, collections, and portfolio monitoring.
- Ensure timely loan closing and funding activities.

Resource partner referral and coordination:

- Provide value-added counseling to small business clients in association with resource partners.

- Maintain a positive working relationship with customers, bank staff, local professionals, centers of influence, and community organizations.
- Participate in community and professional organizations and events.

Additional Responsibilities:

- Provide contract monitoring and reporting support for grant development, implementation and evaluation.
- Complete other duties and responsibilities as assigned by Executive Director.

Required Skills and Abilities:

- Applicant should be able to exercise good judgment in establishing and maintaining working relationships, solve problems, and be able to deliver a high level of accuracy, focus and timeliness with limited supervision.
- Must have the ability to read, analyze, and interpret policies, contracts, credit and financial documents as well as other legal documents as needed.
- Strong written and verbal communication skills.
- Ability to present, sell and service bank products as well as demonstrate professional knowledge of commercial lending.
- Strong analytical and mathematical capabilities as well as an understanding of credit underwriting and loan documentation.
- Acts with professionalism and possesses a customer-focused attitude/philosophy.
- Able to meet strict confidentiality guidelines while handling sensitive business information.
- Excellent computer skills including proficiency with Microsoft Office (Outlook, Word, Excel, and PowerPoint); basic Adobe Acrobat skills with ability to convert and combine files into a pdf document; and the ability to learn new technology and software quickly.
- Ability to work with and expedite the objectives and intentions of the Executive Director.

Work Experience and Education Requirements:

- Bachelor's Degree in Business Administration, Finance, Accounting, Economics, Public Administration or a related field
- Knowledge of commercial lending practices
- One year of experience preferred, however please apply if recent college graduate

Physical and/or Mental Requirements:

- Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required.
- Ability to perform sedentary physical work.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

To Apply For This Job:

Interested candidates should submit a cover letter, resume, and list of three or more references, addressed to the Executive Director by email to info@progressokc.org. Please, no phone calls.

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

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 will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis. Nothing in this job description is to be construed as a contract of employment. All job duties are subject to change as business needs necessitate. *Nothing in this job description restricts management’s right to assign or reassign job duties as required.*