



Title: **Small Business Loan Officer**

Status: Full-time or Part-time

Department: Operations

Reports to: Chief Operating Officer

Join Our Team and the movement for equitable access to capital for Black businesses and organizations in the city of Detroit.

About BLD:

Black Leaders Detroit aims to be an equitable solution for Detroit by providing financial support for diverse social and community impact projects originated and led by Detroiters of African descent. We act as a conduit between funders and those in need of funding, in turn increasing the capacity, visibility, and impact of businesses in Detroit that have been left on the margins of our city's widely lauded resurgence. Visit www.blackleadersdetroit.org to learn more.

Position Summary:

The Small Business loan officer underwrites and efficiently processes small business loan requests from Detroit-based Black owned businesses. The Loan Officer will serve as a technical assistance provider, with lending as the primary responsibility. The Loan Officer Works closely with small businesses and BLD Executive team to meet loan and portfolio management metrics. This position offers the opportunity to create access to capital for Black owned businesses within Detroit.

Key Responsibilities:

Provide efficient and high quality risk assessment that enables our No Interest Loan Program to meet impact, loan production and portfolio management objectives:

- Consult with local black business owners to assess current and future needs in achieving their financial goals.
- Analyze historical and projected cash flow and assess business viability through interview with business owners and review of loan application, tax returns, income statements, bank statements, references and any other relevant data necessary to triangulate to actual cash flow.
- Analyze and review other credit decision factors including assessment of loan use, revenue verification, review of credit reports, analysis of borrowers' collateral and assets.
- Assess overall credit risk against BLD's underwriting guidelines and potential for future loss based primarily on cash flow and ability to repay, and also including credit and secondary source of repayment.
- Make decisive loan recommendations and clearly articulate and make a compelling case for loan decision to appropriate approval authorities.

- Efficiently process complete application packages, including screening packages against No Interest Loan Product guidelines and required documents, entering and processing loans in system, gathering all required documents, and closing out applications (approvals or declines) within target timeframe.
- Support portfolio management activities including monitoring of high-risk loans.
- Educate and advise clients on our lending process and how to best manage their loans.
- Ensure exceptional client experiences with ongoing communication throughout the entire loan process.
- Other duties as assigned

Qualifications:

- Experience as a small business loan underwriter at an impact investment organization, CDFI, bank, non-bank SBA lender or other financial institution.
- Experience underwriting small business loans up to \$50,000 in a high volume environment.
- A positive attitude and a strong desire to bring equity to Detroit’s entrepreneurial ecosystem.
- A desire to build something new.
- Culturally competent communication skills.
- Experience in applying lessons learned from defaulted loans and businesses that have closed.
- Strong analytical, math and auditing skills with willingness to use qualitative and quantitative data in decision-making.
- Superior communication and customer service skills and an ability to adapt to a wide variety of audiences, including clients, supervisor, direct report(s), peers, and external partners/vendors.
- Demonstrated self-starter who goes beyond job description to make sure goals are achieved.
- Very organized, detail-oriented and fast and comfortable with various software programs, including strong Excel and database skills.
- Demonstrated ability to meet deadlines with a high level of accuracy.
- Ability to thrive in an entrepreneurial, team-oriented, mission-driven environment.
- Bachelor’s degree or equivalent combination of education, training, and experience.

Submit Cover Letter, Resume and Salary Requirements to jointheteam@blackleadersdetroit.org include your name and position title in the subject.