



## **Loan Officer:**

The Adirondack Economic Development Corporation (AEDC) is a mission-based lender that serves small businesses across 14 counties of the North Country of New York State. It is a 501c3 nonprofit economic development organization and also a designated Community Development Financial Institution (CDFI) by the US Department of the Treasury.

The Loan Officer is responsible for the administration of the lending functions of AEDC. This position also works with AEDC staff to ensure loan program applicants are prepared to meet the demands of business ownership and management by providing technical assistance, coaching, and mentoring to clients throughout the 14-county service area of AEDC.

The usual office hours are 8am to 4pm, Monday through Friday. Some additional work may be required including evening and weekend availability where necessary. This position is anticipated to begin with 60-80% in office. Following a successful training period, the in-office commitment is expected to be approximately 50%.

A generous benefit package is offered including 13 paid holidays, 13 paid leave days and 6 paid sick days annually. Following a waiting period, 100% company paid employee only health coverage is offered. Following the completion of one year of service, a retirement plan is available.

## **Essential Duties and Responsibilities:**

- Field inquiries from prospective clients interested in obtaining a business loan.
- Assist clients in completing loan application with team support.
- Review complete applications and provide credit analysis and memo to support recommendation for approval to bring to AEDC's loan review committee.
- Prepare loan closing documents with attorney's assistance.
- Administer and manage AEDC's revolving loan funds in accordance with the Corporation's strategic objectives, and in cooperation with the Board of Directors, Executive Director, and Accountant.
- Ensure compliance with all aspects of loan-program requirements.



- Provide post-closing consulting and guidance to loan recipients.
- Coach and mentor loan and other business clients as needed.
- Provide regular follow-up to meet the ongoing and evolving needs of loan clients and program compliance requirements.
- Build and maintain positive relationships with loan applicants and clients.
- Perform annual site visits to clients throughout the 14-county AEDC region.
- Assist as needed in delivery of client training programs.
- Perform other tasks and projects as assigned.

### **Organizational Relationships:**

The Loan Program Manager reports directly to the Executive Director and maintains a working relationship with all members of AEDC management, direct and contract staff. Together with other staff members of AEDC, this position will develop and sustain relationships with key clients and partners.

### **Knowledge, Skills and Abilities:**

- Familiarity with the principles and practical aspects of starting and managing a successful business.
- Experience or familiarity with credit analysis and loan programs.
- Strong communication, facilitation, interpersonal, and coaching skills.
- Exemplary written, verbal, and presentation skills.
- Proficiency in business-specific technology and the Microsoft Office Suite of software applications.
- Analytical ability.
- Ability to exercise good judgment and remain objective.
- Ability to be flexible in work hours and location (including some weekends and evenings as required), and work independently.
- Ability to travel throughout the AEDC region.

### **Credentials and Experience:**



- Minimum of an Associate's degree in Business Administration, Management, Finance or a related field is required. A Bachelor's degree in one of these or related fields is preferred.
- Experience in Commercial Banking, Business Finance and Analysis, credit and risk management, and loan portfolio administration and management are required/highly preferred. Familiarity with credit analysis is required.
- Prior personal business experience is desirable.
- Must maintain a valid driver's license and reliable transportation.

**Salary Range:**

· \$55,341-\$70,000

Posted on Oct 20, 2023.