



Small Business Loan Officer

JOB TITLE: Small Business Loan Officer – Full-Time

REPORTS TO: Director of Lending

The Women's Opportunities Resource Center (WORC) and its subsidiary The Economic Opportunities Fund (EOF) are both certified Community Development Financial Institution that provide financial and technical assistance to micro entrepreneurs and small businesses in the Philadelphia area.

WORC offers a range of small business micro- financing products ranging from \$500 to \$50,000 and we link customers to a comprehensive array of financial education and other services provided by WORC. In addition, WORC is approved by the Small Business Administration (SBA) to offer the Community Advantage (CA) Loan product that goes up to \$250,000 to assist entrepreneurs purchase the real estate they operate out of. The ideal candidate has existing contacts with local financial institutions, economic development and business assistance organizations, community organizations, professional associations, economic development agencies and/or small business development centers and experience with Community Advantage or 7a loans.

RESPONSIBILITIES INCLUDE:

- Originate/package and underwrite loans in accordance with production expectations. Submit loans with credit memo and required documents, and loan officer recommendation to MMS (LiftFund) for underwriting and present loans to the loan advisory council for approval.
- Grow the loan portfolio, specifically with loans ranging from \$20-50,000 and commercial real estate loans up to \$250,000
- Work one-on-one with entrepreneurs and business owners throughout the lending process to identify and address financing and business development needs.
- Provide training and technical assistance e.g. bookkeeping, business plan development, and other assistance as needed to the borrowers both before and after the loan closing.
- Go to community business owner's place of work to pick up documents and assist with getting the client "loan ready"
- Market and develop relationships with aligned organizations for qualified loan applications.
- Work cross-functionally with other departments to maximize new business development and marketing efforts across the organization.
- Attend WORC staff and program meetings
- Perform other related duties, as assigned.

QUALIFICATIONS:

- Proficiency with Microsoft Office Suite Applications
- Proficiency with basic accounting and bookkeeping principles.
- Excellent organizational and analytical skills.
- Prior Lending experience, specifically with SBA 7a, CA or 504 loans.
- CDFI experience preferred.
- Interest in community development, economics, and/or micro-finance.
- A 4- year degree from an accredited university in a relevant discipline.
- Minimum of two years experience in community or economic development lending, and/or micro-finance with lending institutions, government loan programs or community lenders with a solid understanding of consumer financing rules and regulations.
- Good public speaker with demonstrated marketing, sales, and/or community organizing skills.
- Organized self-starter with strong analytical skills and ability to multi-task.



- Customer service oriented, patient, flexible, with ability to accept and give constructive feedback and a sense of humor.
- Knowledge of Philadelphia and the surrounding four counties with willingness and ability to travel throughout the area to engage in marketing and outreach activities.
- Ability to work some evenings and occasional weekend days to attend meetings, seminars and events.

COMPENSATION:

Salary range 60k to 75k with incentives based on experience and applicable skills. Benefits include: vacation, paid holidays, health insurance, and pension plan. Hybrid work schedule possible. WORC/EOF is an equal opportunity employer and the board and staff value diversity in all aspects of employment. Interested parties should email your resume with cover letter and salary requirement to both: jmontas@worc-pa.com and careers@worc-pa.com