

Business Advisor / Loans Manager

JOB DESCRIPTION

General:

Develop and implement strategies, programs and services for business advisory and loan services consistent with Community Futures Board Policies, Mission, Long-Term Priorities and annual Operations Plan.

Marketing and promotion:

Ensure effective marketing of the business advisory and loans programs:

- Develop and update marketing materials as required - brochures, information packages, etc.
- Identify and visit key contacts, attend networking activities

Business support services:

Provide business development advice and support to new and existing businesses:

- Business information and coaching
- Development and maintenance of support materials
- Identification and maintenance of appropriate and effective referrals
- Loan client aftercare and growth support

Loans analysis and management:

Oversee the management and growth of the commercial loan portfolio:

- Assist clients in the preparation of loan applications and supporting materials - business plan, marketing plan, financial forecasts etc.
- Complete Summary and Recommendation for presentation to management
- Prepare Letter of Offer and other loan security documents.
- Ensure proper security registration and ongoing maintenance
- Liaise with solicitors, insurance agencies, accountants and/or financial institutions
- Initiate and manage collection of delinquent accounts, bankruptcies and foreclosures

Administration:

Complete and/or supervise the completion of planning, reporting and administrative functions related to the business advisory and loan programs:

- Maintain, update and streamline processes and forms to optimize decision-making and ensure quality client service
- Maintain departmental operations manual / resources
- Enter client information and stats into client management system
- Complete monthly, quarterly and annual reporting to Management, Board and Funder(s)

Employee supervision:

Working in a team-oriented environment, the Business Advisor / Loans Manager is responsible for supervising the business advisory and loans related activities of Community Futures support staff.

APPLICANT QUALIFICATIONS AND COMPETENCIES:

The Business Advisor / Loans Manager position is a diverse multi-faceted position that requires a wide range of skills. Accordingly, Community Futures does not expect that applicants will necessarily possess all of the qualifications and experience that define our “ideal applicant”. Our focus in hiring will be to identify candidates with a strong mix of education and/or experience along with the attitudes and aptitudes that will support the development of an excellent Business Advisor and Loans Manager.

The ideal applicant will have certification and/or experience in the following areas:

Education:

- Commercial lending
- Business Administration
- Business counseling / coaching

Experience:

- Commercial lending
- Successfully owned and/or managed a business
- Business counseling/coaching

Computer Skills:

- Proficiency with Microsoft Excel and Word is required.

Personal characteristics:

Hiring for this position will focus on individuals with the following demonstrated characteristics:

- Strong inter-personal and communication skills
- Ability to function well in a small team environment
- Positive and opportunity-focused
- Results-oriented self-starter
- Confidence in making decisions and communicating them effectively to clients
- Ability to identify and act on key issues related to loan applications and file management

HOURS, SALARY AND BENEFITS:

Regular office hours are 8:30 to 4:30 PM, Monday to Friday. Limited evening and weekend work is required related to events, training etc.

Salary range is \$45,000 to \$65,000. The position is eligible for full benefits including: medical, dental, vision, extended health, life and disability insurance.