***Rural Community Assistance Corporation***

**Job Description**

***Loan Officer***

**Classification:** *Grade F* **Department:** *Loan Fund*

**Status:** *Exempt* **Supervisor:** *Loan Production & Credit Manager*

**Organization**

Founded in 1978, RCAC is a 501(c) (3) non-profit that provides training, technical and financial resources and advocacy so low-income rural communities can achieve their goals and visions. For more than 35 years, our dedicated staff and active board, coupled with our core values: leadership, collaboration, commitment, quality and integrity, have helped effect positive change in rural communities across the West.

**Loan Fund Department**

The Loan Fund provides financial resources to rural communities and organizations across RCAC’s service area. The department provides assistance to potential borrowers to structure their requests for funding to meet RCAC loan fund requirements. It works closely with the Communications Development and Events department to ensure that RCAC has adequate resources to meet loan requests and to develop new programs for the department. The department is responsible for investor relations and loan administration.

**Position Description:**

The Loan Officer is the primary point of contact for RCAC lending in a specified region. The position is responsible for developing a borrower base, and maintaining relationships with borrowers over the life of their loan(s). Major responsibilities include, but are not limited to: originate and underwrite loans; enable RCAC technical service (TA) providers to gain access to the resources of the Loan Fund; provide assistance to clients including linking to RCAC TA providers where appropriate; train at network conferences and workshops; and assist the loan administration team with loan servicing.

**Specific job goals, objectives and tasks are established for each employee as part of the annual evaluation and work plan process.** **Examples of responsibilities and duties include but are not limited to the following:**

*Loan underwriting and origination*

* Work with prospective nonprofit, Tribal and public body loan applicants. Assist with analyzing needs and structure of their request for capital
* Work with Small Business Loan applicants. Analyze and determine applicable loan products to meet the applicant’s business needs.
* Conduct comprehensive site visits
* Underwrite wide range of loan types
* Negotiate loan terms and requirements with borrowers within RCAC guidelines
* Work with the Credit Manager to finalize the terms and credit memo
* Present proposed loan for staff credit review and the RCAC loan committee for approval
* Present final negotiations with borrowers if changes are made

*Loan servicing*

### Assist Loan Administration in loan closing

* Assist Loan Administration by monitoring projects through the development process including review and approval of loan disbursements
* Perform periodic site inspections
* Work with borrowers. Recognize and deal with cash flow and other issues that may affect loan repayment
* Provide periodic analysis of borrower financial statements and reports

*Training*

* Design and deliver individual or group presentations at conferences and workshops

*Outreach*

* Market and represent RCAC and the loan fund to existing and potential clients
* Maintain excellent customer relations and service
* Maintain working relationships with federal, state and other agencies and firms that

are partners in providing resources for rural areas

*Professional development*

* Update job knowledge by participating in educational opportunities; review professional publications, websites, etc.; maintain personal networks; participate in professional organizations

**Skills and Qualifications**

* Ability to work with minimum supervision and handle multiple priorities simultaneously
* Proficiency with personal computers, including cloud computing and Microsoft Office
* Ability to listen effectively and communicate verbally and in writing
* Commitment to rural communities, and disadvantaged groups
* Knowledge of financial needs for rural community and economic development projects
* Experience underwriting loans for community development projects
* Knowledge of government programs and regulations related to various community development programs
* Previous experience working with nonprofits, local and Tribal governments highly desirable

**Preferred Education and Experience:**

A combination of experience and education is necessary to qualify for the position. A typical qualifying combination would be:

Experience:

Five (5) years of any combination of applicable experience in commercial real estate lending, and/or community development lending and/or Small Business Lending (if a higher level of related education is possessed than is required, this education may be substituted for the experience requirement up to a maximum of one year).

Preferred Education:

Bachelor's degree (additional qualifying experience may be substituted).

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work performed in an office requires ability to operate computers and various pieces of office equipment, including telephone. Use may be moderate (average 2 hours per day) to heavy (4 or more hours per day)

While performing the duties of this position, the employee is frequently required to stand and/or sit for prolonged periods of time; walk; talk; hear; use hand to finger; handle; feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.

The employee may occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

This position also requires moderate (up to 2 days per month) to heavy (up to 10 days per month) automobile and airline travel, including overnight travel.

**Special Requirements:**

Possession of a valid driver’s license and proof of insurance that meets the minimum requirements ($100,000/$300,000) of RCAC corporate liability policy will be required when traveling for business purposes.

Position may be located anywhere in the western states service area of RCAC but must be within a 60 minute drive of a major airport. West Sacramento (RCAC headquarters) is the preferred location.