



Position Description
Business Loan Officer
Based in Montrose, Colorado

Region 10's Business Loan Fund (BLF) is a nonprofit business lending organization dedicated to the success of small businesses in a six-county area, including Delta, Montrose, Gunnison, Hinsdale, Ouray, and San Miguel counties. We provide access to capital and technical assistance for regional small businesses that are unable to access traditional financing.

We measure our community impact through job creation and retention, increased wages, and the growth and success of the businesses we fund. To support our clients, we offer loans, no-cost consulting, and low-cost training to entrepreneurs to help them succeed.

Position Description:

We have an immediate opening for an experienced Business Loan Officer in the Montrose area. This is a key role with the ability to make a significant impact in the small business community. We are looking for a self-motivated, service-based teammate who is enthusiastic about serving small business and entrepreneurs.

The main duties of our community loan officer are to connect with referral sources such as banks, Small Business Administration (SBA) offices, Small Business Development Center (SBDC) and other community organizations in our six-county area to cultivate and manage loan applications to completed funding. Your ability to build trust will be critical to your success both with referral sources and Region 10 small business owners.

This exempt full-time position provides management and support for the Business Loan Fund Program at Region 10. This includes managing the existing BLF portfolio of loans as well as developing opportunities for making new loans through several state and federal funding sources, as well as through Region 10's own revolved funds.

Reporting Relationships

The Montrose-based Business Loan Officer reports to the Small Business Resource Director and follows policy direction from the Business Loan Fund (BLF) Committee. The Business Loan Officer works directly with other team members, various contractors, and the Region 10 finance department. This position works closely with our Gunnison-based Business Loan Fund Manager.

Duties and Responsibilities

- Connect with referral sources such as banks, Small Business Administration (SBA) offices, Small Business Development Center (SBDC) and other community organizations in our six-county area.
- Cultivate, manage, and support loan applications to completed funding, including taking applications, processing and packaging loans, completing analysis for committee review and approval, and completing closings, as well as portfolio management including monitoring of payments, collection activities, refinancing, and potential foreclosures.
- Assists in recommending and maintaining policies, procedures, and criteria for the operation of the Business Loan Fund, subject to approval by the BLF Committee. Implements and assures compliance with these policies and procedures.
- Assists with implementation of the regulations, policies and procedures associated with the various federal and state business loan grants/ loans which fund existing or proposed BLF loans. Participates in

state meetings conducted by funders, as necessary.

- Oversees the timely reporting to various funding sources as required.
- Works with other BLF staff and contractors throughout the region.

Qualifications

- Applicants must have a bachelor's degree in business administration, finance, economics, or a related field.
- A minimum of five years of experience in commercial lending or underwriting is highly desirable.
- Working knowledge of business financial statements and tax returns is essential.

Knowledge, Skills & Abilities

- Commitment to Region 10's mission of providing access to capital for new or expanding small business customers, including first time borrowers and traditionally underserved populations.
- A strong sense of ownership, accountability, critical thinking skills.
- Ability to demonstrate success in growing and managing a lending portfolio.
- Commitment to customer service, both internally and externally.
- Strong organizational, leadership, and supervisory experience, including relationships with outside organizations and agencies.
- Firsthand experience working with small business owners is a plus, as well as experience working with clients from diverse cultural backgrounds.
- Self-motivated, demonstrate initiative, have a strong entrepreneurial mindset, and adhere to high ethical standards.
- Works effectively with other staff members and works well in a busy environment.
- Spanish-speaking is a plus, however not required.
- Excellent verbal and written communication skills.
- Experience with loan management software.
- Experience with Microsoft Office 365 suite; particularly SharePoint, Teams, Excel.

Other

Position requires travel throughout the six-county service area, the State of Colorado, and, on occasion, nationally. Infrequent overnight travel is required. Access to a personal vehicle and the ability to drive a vehicle in all weather is essential.

Functional Attributes

Physical Demands: Position requires light lifting, stooping, reaching, handling, talking, hearing and visual depth perception. Extensive use of desktop and laptop computers and the phone is required.

Mental Functions: Position requires comparing, copying, computing, compiling, analyzing, coordinating, synthesizing, negotiating, communicating, instructing, and interpersonal skills.

Environmental Conditions & Physical Surroundings: Position requires work in a comfortable office environment and does not involve working in dangerous environmental conditions or physical surroundings.

Hazards: Position does not involve working with identified hazards.

BLF Manager Salary Range: \$55,000 - \$72,000 depending on experience

- Position Type: Program Coordinator or Program Manager, depending on experience
- Location: Based in Montrose covering the Region 10 service area

To apply, send letter of interest and resume to applications@region10.net