



Position: Senior Loan Officer
Status: Full-time, eligible for benefits
Salary Range:
Location: Greenville

Organization Description: CommunityWorks is a non-profit certified Community Development Financial Institution (CDFI) and an SBA micro lender committed to building financial equity by providing resources that support small business growth, entrepreneurship, affordable housing and homeownership. Collectively, our programs, expertise and partnerships help build stronger and more just communities.

For over 14 years, CW has created opportunities for people, communities, and entrepreneurs in the Upstate community and throughout South Carolina, with a focus on people and communities of color. Our programs focus on equitable access to financial coaching, connections with one-on-one business coaching, access to loans to build small business, develop affordable housing, and building credit and assets. Since its inception, CW served over 7,352 clients and has generated over \$382 million in local economic impact.

Diversity, justice, and inclusion are key values within CommunityWorks. We are committed to building and sustaining an inclusive, equitable working environment for our staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and discover, design, and deliver solutions.

Position Summary:

Under the direction of the Chief Strategy Officer, the Senior Loan Officer is responsible for developing new business, underwriting, structuring, and closing of commercial loans, as well as maintaining and servicing a commercial loan portfolio. The ideal candidate will have a knowledge ranging from small business lending to affordable housing utilizing LIHTC and other tools, to New Markets Tax Credits and other development finance tools, along with a desire to put that experience to work in a situation where the goal is making a difference by leveraging varying products and strategies to meet the needs of the target communities. The Senior Loan Officer provides leadership, guidance, and training to a team of loan officers to achieve individual lending goals.

An ideal candidate will have the required skills and knowledge and will enjoy building relationships and engaging with people from widely varied backgrounds; is passionate about social justice, whole community health, and thriving, financially stable businesses; affordable housing and is able to work efficiently and enthusiastically on their own and in a collaborative team setting.



ESSENTIAL DUTIES AND RESPONSIBILITIES:

Business Development and Loan Origination

- Obtain, underwrite, and analyze loan applications for commercial loans to support community/economic development projects based on criteria established for each program and loan policies within each program. Perform due diligence, site inspections, appraisal review, financial statement and pro-forma credit analysis, and credit evaluations of potential borrowers. Prepare credit memos and supporting documentation and present loans for review or approval to the Chief Strategy Officer and/or Chief Executive Officer; or Lending Committee
- Responsible for CommunityWorks' capital deployment to meet organizational goals and objectives.
- Collaborating and coordinating across the lending and support team to bring the full continuum of capital and support to our borrowers, clients and partners.
- Identify lending opportunities and oversee response to all loan inquiries.
- Identify, manage, and grow strategic relationships with key local partners (developers, consultants, public sector representatives, etc.) that build CommunityWorks' brand and market presence, and help facilitate those partnerships and relationships.
- Provide friendly, helpful, and clear customer service to borrowers, lending participants, and other partners involved in the loan.
- Clearly articulate CommunityWorks' mission and product offerings in the community, attend and present at industry events and collaborate with staff on related marketing and PR materials
- Identify process and system improvements as they relate to all aspects of the originations function.
- Structure and close complex transactions as needed with the support of underwriting staff.

Loan Administration and Portfolio Management

- Collaborate with Portfolio Manager, Director of Credit, and accounting and servicing staff to manage portfolio, including approving draws as appropriate, ensuring borrower compliance with covenants and reporting; and overseeing loan reviews;

Management Of Lending Team And Lending Programs

- Manage and mentor origination staff through business development, loan structuring, underwriting, and closing process, including participation in site visits and relationship calls.
- Engage in talent acquisition, development, and retention of staff, and cultivate a mission-focused environment of creativity, innovation, agility, and equitable opportunity.
- Provide leadership to the team through communication, performance management, coaching, staff development and recognition.
- Assign staff to serve as resident experts on each impact area to ensure we are meeting both deployment goals and impact goals.
- Ensure the team meets all data integrity requirements.
- Effectively collaborate with Portfolio Management on deal closings; negotiation of deal terms and legal documents; identify and resolving structuring issues; and engaging with external legal counsel to ensure excellence in execution on deal structuring, and all loan closings.



- Develop and manage funding availability.
- Responsible for management of pipeline, parameters and processes for lending initiatives.
- Maintain strong, positive, effective, and productive relationships with key partners.

KNOWLEDGE/SKILLS/ABILITIES:

- A minimum of 5 years of experience in the commercial/community development/real estate lending, public finance and/or multifamily development fields is required. Multiple sector experience is preferred.
- BS degree in Finance, Business or equivalent combination of education and experience.
- Demonstrated ability to source, evaluate and underwrite commercial lending projects, preferably in the community/economic development field.
- Knowledge of and experience in community development financial analysis; other underwriting experience is preferred.
- Ability and experience in delivering services consultatively to diverse constituencies required.
- Experience working in low-income communities.
- Outstanding communication skills, both spoken and written.
- Maturity, initiative, and flexibility required.
- Ability to work independently and coordinate with others located across the state.
- IT skills and the ability to quickly adapt to software.
- Analytical / quantitative analysis skills.
- Qualitative analysis and creative thinking skills.
- Organizational skills.
- Self-motivation skills.
- Research skills.
- Ability to meet deadlines and cope with pressure.
- Flexibility, creativity, and patience, with imagination, enthusiasm, and a sense of humor.
- Demonstrated commitment to CommunityWorks mission

If interested, please e-mail your cover letter and resume to careers@cwcarolina.org.