Local Initiatives Support Corporation

Job Description

Position Job Title: Business Development Officer
Position Location: National
Job Classification: Exempt / Full Time
Reports to: Senior Vice President, Lending

The Organization
What We Do
With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue

- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Develop leadership and the capacity of partners to advance our work together
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately $20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

BASIC FUNCTION: Responsible for marketing and relationship management of a national small business lending program for a leading CDFI. Originate small business loans with a focus on job creation in underserved communities.
ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Market a national small business lending program for a leading CDFI:
  - Grow the company’s Small Business lending business by $2MM annually
  - Coordinate with Sr. Director of Small Business key priorities for the program and work with management team on outreach strategies for Low to Moderate Income Communities
  - Provide guidance to employees and program office staff in order to drive loan origination, overall program growth, and preserve credit soundness. Maintain portfolio with less than 3% defaults, charge-offs, etc.
  - Educate community partners and Centers of Influence about our product offerings
  - Work in conjunction with program office staff to understand local priorities and important relationships
  - Develop and maintain referral relationships with banks, micro-lenders, TA providers, and government officials in local markets and across the U.S. (this will be exclusive to Atlanta & Houston)
  - Manage marketing efforts, attend webinars, video conferences and trainings, and distribute educational and promotional marketing materials
- Independently manage sales routines for small business loans across a local footprint:
  - Develop prospect identification strategies
  - Evaluate potential small business loan opportunities to determine whether they comply with lending and other program requirements, meet community development priorities, and are financially viable
  - Prepare Program Actions for Small Business Credit Committee (minimum 10 in 1st year)
- Monitor and present portfolio performance and risks
- Work with asset management in resolving issues with loans in portfolio
- Other duties and special projects as assigned

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Undergraduate or graduate degree in business, economics, finance, or equivalent.
- Minimum of 3 years commercial lending experience, including extensive credit experience, origination, and closing experience.
- Minimum of 3 years of SBA 7(a) lending experience with the ability to demonstrate a proven track record of successful loan originations and ability to achieve sales goals.
- Ability to work independently and with a team, working on numerous projects at the same time.
- Strong analytical skills and proficiency in Excel.
- Strong written and verbal communication skills.
- Keen small business credit risk assessment skills.
- Self-starter; creative problem solver; and relationship builder.
- Able to travel a minimum of 25%.

To Apply: Please submit cover letter and resume with the subject line, “Business Development Officer” to Steve Hall shall@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE