



## **Business Lending Specialist (Loan Officer)- Job Description**

**Reports to:** Chief Executive Officer/ Director of Lending

**Salary:** \$60,000- \$80,000 DOE, Full Time

**Work Environment:** BCL of Texas is headquartered in Austin, with additional offices in Dallas; however, we are open to various locations within Texas.

**Benefits:** 100% Paid Medical, dental, and vision insurance; 2% Employer Contribution to SIMPLE IRA; Paid Annual Leave (21 days), Paid Holidays (10 days), Birthday off, and flexible remote work options.

**Company Description:** Established as a nonprofit in 1990, BCL of Texas was created with the mission to Build Strong Communities. As a Community Development Financial Institution (CDFI), BCL of Texas supports Texans to acquire wealth-building assets, such as homeownership and entrepreneurship, with the financial tools and education necessary to build personal net worth. With an emphasis on diversity, equity, and inclusion, we serve communities of color, women, veterans, rural communities, and low and moderate-income individuals, families, and small business owners. We do this through personal financial empowerment, homeownership, small business, and community development programs. Our services include one-on-one coaching, educational classes, and lending programs. BCL's lending programs range from down payment assistance for first-time homebuyers to loans for growing minority-owned businesses, community development, affordable housing projects, and working with local communities for loan funds and main street revitalization. We work across Texas, with emphasis along the I-35 corridor, and primarily with rural, minority, and other historically underserved populations. We offer a lot under our umbrella, but it all ties back to economic development and taking steps to close the racial wealth gap.

### **We are looking for candidates who have:**

- Bachelor's degree in Business Administration, Finance, Accounting, Economic Development, related field
- At least two years of direct business lending, servicing, closing and workout, and restructuring experience in a commercial bank or CDFI lending.
  - NOTE: NO mortgage experience can be substituted for commercial lending experience
- One year or more of SBA program administration knowledge
- Understanding of financial evaluation tools, including ratios, cash flows, break-even points, etc.
- Skills in preparing and presenting accurate written and oral summaries of financial analyses prepared
- Proficiency with Microsoft Office applications including Word, Excel, and PowerPoint
- Ability to establish and maintain effective working relationships with co-workers, customers, lenders, investors, other agencies, and the general public.
- Exceptional written and oral communications and interpersonal skills
- Strong time-management, multi-tasking, and organizational abilities
- Strong negotiation and sales skills necessary
- Self-starter with the ability to work independently as well as collaborate with a close-knit group
- Ability to take the initiative and focus on results
- An openness to learning new skills and systems, with an entrepreneurial work ethic
- Strong working knowledge of Bank policy and SBA lending programs and requirements.
- Ability to analyze personal financial statements and credit bureau information.
- Ability to analyze business plans, financial projections, cash flow projections, Pro-forma financial statements, and conduct financial trend and ratio analysis.

**Position Summary:** The Lending Specialist is responsible for loan origination, preparation of loan packages, loan underwriting, processing, closing, and handling customer service requests & transaction information. Loans would range from \$20,000-\$300,000. In addition, the position would include annual loan reviews of loan documentation to ensure adherence to BCL of Texas standards and state and federal regulatory requirements. The position



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requires working directly with customers and the lending team to originate new customers, develop lending solutions, provide superior customer service, and lead loan portfolio reporting.

### **Primary Tasks:**

- Responsible for processing, underwriting, closing, and servicing commercial loans
- Process and close 3-6 loans a month with few to no errors.
- Process SBA and in-house loans, including real estate, equipment, and construction/multi-purpose loans.
- Create and implement strategies to originate SBA and in-house loans in new markets.
  - While BCL is statewide, core focus markets include rural communities, Central Texas, North Texas, and South Texas.
- Develop a referral network with commercial real estate brokers, business brokers, business/professional associations, accountants, lawyers to solicit SBA and in-house loan opportunities.
- Educate and influence partners on SBA and in-house loan programs to meet client needs
- Order all items necessary for underwriting, loan processing, and loan servicing loan file, i.e., insurance, flood certificates, good standings, title policies if necessary.
- Write correspondence SBA, borrowers, escrows/attorneys, title companies, insurance companies, etc.
- Work closely with title and attorneys and escrow companies to close deals efficiently and timely.
- Review preliminary loan commitments.
- Order all closing documents, including construction documents, when necessary.
- Prepare loan files for funding.
- Continually follows up with loan participants to ensure clean and efficient loan closings.
- Follow-up with participants regarding the completeness of loan applications, packaging, and annual reporting.
- Coordinate multiple loan closings concurrently or within a short period.
- Review loan packages for accuracy and completeness.
- Review and determine collateral offerings and requirements.
- Order third-party reports (appraisal, environmental, prelim, valuations, etc.).
- Handle customer inquiries (both internal and external) in a professional and timely manner.
- Required to document all time spent with businesses in customer databases.
- Participate in weekly staff meetings as well as lending staff meetings.
- Participate in projects as needed to accomplish overall BCL goals and strategies.
- Analyze, evaluate, and report creditworthiness of current and prospective business customers with the lending team or for the customer action plan.
- Underwrite loans by preparing well-written, detailed loan write-ups per BCL loan policy incorporating all facets of financial loan analysis.
- Present loan underwriting to external and internal loan committees.
- Lead in loan closings to ensure the client understands covenants' requirements; schedule follow-up meetings post loan closing.
- Prepare and maintain loan customer file entries, communications, complex actions, etc.
- Work with existing loan customers as assigned.
- Evaluate existing loan client performance through spreadsheet analysis of balance sheets, income statements, cash flows, and ratio analysis.
- Assist in marketing strategies of all lending and business development programs.

### **Required Application Materials:**

- Resume, including salary history and short cover letter or interest statement
  - Your cover letter or interest statement should include information letting us know what about BCL's mission and work excites you
- Three professional references with contact information



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**To apply:**

Please email your application materials to [careers@bcloftexas.org](mailto:careers@bcloftexas.org).

We will begin scheduling interviews starting on March 14th, but the position will remain open until filled.

**Equity Statement:**

Studies show that non-minority men are likely to apply for a job when they meet only some of the listed requirements, while women and minorities are more likely to apply only if they meet all of the qualifications.

At BCL of Texas, we value diversity, and we welcome candidates of color, LGBTQ+ people, women, neurodivergent people, people with disabilities, and more. We view the requirements as a guide and not an absolute list, and encourage candidates, especially diverse candidates, to apply if you feel you meet the spirit of the job description, are interested in the mission, and believe you will be able to learn the job and do the work.