

JOB DESCRIPTION

STATUS: EXEMPT

POSITION: VETERANS LENDING OFFICER

LOCATION: CHICAGO, IL

REPORTS TO: VICE PRESIDENT OF LENDING

Summary: Under the general direction of the Vice President of Lending, the Veterans Lending Officer will be responsible for executing specific program goals by conducting direct marketing and outreach efforts as a means to generate small business loan inquiries from veteran-owned businesses in the Chicago region. These loans will be in accordance with the established philosophy, policies and procedures of the organization's Lending Department and the Loan Board. Other responsibilities include developing and maintaining relationships with key veteran's organizations in the region. While based in Chicago, the position will include work on behalf of veteran lending in Southern California.

The ideal candidate will be a veteran of the US military or have significant experience in veteran affairs. The ideal candidate will have knowledge of small business credit and/or SBA lending, or equivalent small business experience. A genuine passion for promoting veteran entrepreneurship as well as a passion for small business is a must.

Essential Duties:

- Primarily responsible for originating and packaging small business loans in the Chicago region.
- Screens potential small business loan applicants and assists in completing loan applications.
- Assists small business loan applicants in completing projections and business plan summaries, if necessary.
- The key liaison between the loan applicant and the organization.
- Completes and/or assists with collecting conditional approval items required by loan board.
- Track and report weekly activity of loan applicants.
- Oversee Annual Review and site visit of active borrowers.
- Actively participates in various business-related events specifically related to veterans.
- Participates in the presentation of workshops to businesses, governments and funders.
- Customarily and regularly exercises independent judgment.
- Provide loan consultations, as needed.
- Other duties as assigned or needed.

Qualifications and Experience:

- Bachelor's degree in related field or equivalent work experience of 5-7 years.
- 7 + years of professional experience in small business loan packaging and/or lending.
- Military experience.
- Strong knowledge in general business practices and business financing.
- Demonstrated business development skills.
- Computer proficiency in spreadsheets and word processing in a windows environment.
- Must have ability to work with clients from diverse cultural backgrounds.
- Presentation and public-speaking skills.

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation.