



# Iowa Center for Economic Success

## Position Description

**Title:** Loan Officer  
**Reports To:** Director of Microloans  
**FLSA Status:** Exempt

**Summary:** Core responsibilities of the Loan Officer include: identify, analyze, underwrite and close loan applications; develop and foster key relationships to ensure collaborative partnerships with area financial institutions and other sources for loan referrals; maintain a presence in the community to facilitate loan production; represent The Iowa Center at community and professional functions, conferences and meetings; and maintain on going loan client contact.

**Essential Duties:** Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Help the organization generate a constant inflow of new lending clients
- Underwrite small business loan transactions, including business plan reviewing, financial analysis and due diligence
- Prepare credit analysis and recommend memos for review and approval
- Verify feasibility and structure of proposed loan and the character, capacity, collateral and cash flow of the borrowers
- Meet individual and regional goals and objectives as assigned
- Develop and maintain relationships with individuals and organizations with strong community ties that are consistent with the mission of The Iowa Center. These organizations may include, but are not limited to, credit unions, banks, certified development companies, chambers of commerce, governmental agencies, etc.
- Assist our portfolio management team in working with clients whose loans are past due and/or their business is showing signs of trouble
- Support portfolio team with ad hoc reports as needed
- Provide pre-loan technical assistance to help business owners navigate and complete the loan application process.
- Plan and develop skill building group trainings that provide small business owners with the business tools needed to be successful
- Maintain close customer contact to ensure continued satisfaction, and to follow or anticipate additional financing needs
- Monitor and report changes in credit quality
- Ensure that Iowa Center for Economic Success is in possession of current financial information and that proper and complete credit files are on hand
- Participate in promoting Iowa Center for Economic Success products and services at different functions

**Qualifications:** To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

**EDUCATION/EXPERIENCE:**

- Bilingual (English/Spanish) preferred
- 2+ years of experience with a commercial lender a must
- Bachelor's degree in Business Administration, Accounting or Finance (preferred)
- Experience providing small business technical assistance and/or training (preferred)
- Excellent communication and presentation skills, both written and verbal
- Proficient computer skills using Microsoft Word, Excel, Power Point and Outlook
- Demonstrated commitment to working with low-income communities
- Hands on experience working with small business owners is a plus
- Available to work occasional nights and weekends as needed
- Experience and/or familiarity with small business financial management and marketing
- Understanding of small business development as a tool for community-based economic development

**LANGUAGE SKILLS:**

- Strong oral and written communication skills
- Ability to effectively present information in one-on-one and group discussions

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

To apply please email cover letter, salary requirements and resume to  
Jose Venales at [JVenales@TheIowaCenter.org](mailto:JVenales@TheIowaCenter.org)