



Philadelphia Development Partnership

POSITION: Loan Officer (Full-Time)
REPORTS TO: Executive Director/Managing Director

POSITION SUMMARY:

The Philadelphia Development Partnership (PDP) is a private non-profit organization with a mission to cultivate and promote successful microenterprises, thus creating economic prosperity and employment in distressed communities throughout the Philadelphia region. PDP provides a comprehensive array of micro loan products and business development services to 400 individuals annually to help them establish, stabilize or expand their small businesses.

PDP is seeking an experienced lender with proven financial analysis and underwriting skills to *manage and grow* PDP's loan portfolio managed through its Community Development Financial Institution (CDFI) affiliate, Community Capital Works (CCW). The Loan Officer is expected to manage all aspects of CCW's loan portfolio including: new business development, loan origination, underwriting, monitoring, compliance and reporting. As a key member of the PDP/CCW team, the Loan Officer reports to PDP's executive director and CCW's managing director. The Loan Officer will work closely with the PDP/CCW staff, boards of directors, loan committee, vendors, government agency representatives, foundation program staff, contract monitors and clients.

POSITION REQUIREMENTS:

This position requires an energetic, flexible, highly detailed and organized individual with superior written and verbal communication skills who thrives in a fast-paced, deadline-oriented work environment and with a dynamic, multicultural team of talented professionals. The ideal candidate must be passionate about our mission, have a commitment to excellence and have the proven ability to multitask, prioritize and manage projects under tight deadlines.

PRINCIPAL RESPONSIBILITIES:

New Business Development and Loan Origination

- Outreaches to potential loan customers
- Screens loan requests
- Assists clients through the lending application process—assembling loan packages
- Conducts financial analyses, underwrites loans, prepares and presents loan packages for loan committee
- Prepares loan closing documents and disburses loans
- Prepares and maintains all loan client files
- Identifies, develops and implements new financial products and services that serve the market and meet loan production and operating efficiency goals

Portfolio Servicing and Management

- Monitors and manages the performance of the loan portfolio including loan delinquency management, collections, problem loans and workouts within established policies and performance standards
- Collects and enters all required client and transaction data into loan processing system and database
- Prepares and tracks the disbursement and repayment of loans, including associated fees and interest payments

- Coordinates on-going technical assistance to borrowers to optimize the timely and complete repayment of loans
- Responsible for the development and implementation of annual loan production goals in accordance with organization's Strategic and Annual Operating Plans; monitors lending progress, identifies and addresses potential problems and prepares reports on performance to goals
- Coordinates and staffs the CCW loan committee
- Prepares reports and presentations for senior management, loan committee and the boards
- Develops and updates loan policy and procedure documents, manuals, loan applications and related documents

Administration of Lending Operations

- Assists bookkeepers/accountants and administrative staff to ensure accurate and timely financial recordkeeping including cash receipts, bank reconciliations, banking relationships and assists with preparing for the annual audit
- Recommends and implements changes in operating procedures and systems as appropriate
- Ensures that electronic and paper data collection, reporting and filing systems meet organization's reporting needs and complies with any and all contract, grant and audit requirements
- Works closely with PDP/CCW's senior management team to prepare proposals to ensure adequate funding and financing for operations and loan capital for current needs and anticipated growth

Community Relations/Resource Development/Strategic Partnering

- Cultivates and maintains relationships with banks, local government agencies and other financial intermediaries
- Responds to periodic industry surveys
- Represents PDP/CCW in public forums, partner committees and training panels
- Conducts financial workshops, facilitates community outreach efforts and builds referral networks
- Monitors and conducts research on legal, regulatory and public policy issues relevant to community development finance

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Bachelor's Degree required; Masters preferred in business, finance, public administration, or related field
- Three or more years of direct small business lending experience in a commercial bank, CDFI or related organization preferred, but experience in mortgage or consumer lending will be considered
- Superior writing, verbal and interpersonal skills
- Excellent financial analysis skills
- Demonstrated interest in microfinance and entrepreneurship development working with diverse and underserved populations
- Experience working for a small non-profit and/or project management and supervisory experiences a plus
- Proven proficiency in Microsoft applications (Word, Excel and PowerPoint), navigating the Internet and relational database applications
- Must be a detail-oriented, highly organized team player, able to work independently in a fast-paced, deadline-oriented environment
- Proficiency in Spanish a plus, but not required.

SALARY: Salary commensurate with experience, plus benefits package.

TO APPLY: Please send cover letter and resume with salary requirements via e-mail with "Loan Officer" in subject header line to:

Leslie Benoiel, Executive Director

Philadelphia Development Partnership
E-mail: lbenoliel@pdp-inc.org

No phone calls please.