



Loan Officer Job Description

Montana West provides business loans to a four-county area that benefit the community with job creation, job retention, and capital investment from private business. The Loan Officer assists clients to structure viable loan applications and projects, manages the loan review process and oversees the management of all loans. The position will oversee Montana West's lending program and contribute to the organization's growth and success.

Summary

This position oversees the Montana West loan program, assuring quality delivery of financial products and services. The primary responsibility of this position is the ongoing development and management of a loan portfolio which is both healthy and responsive. We are seeking an individual with commercial and nonprofit economic development lending experience, commitment to economic development, a strong work ethic and organizational skills, professional demeanor, and willingness to cooperatively participate beyond just lending, on a team in a small mission-based organization. Ongoing relationship development with all regional commercial lending institutions a must and experience with EDA, USDA, EPA, and SBA a plus.

The successful candidate will be responsible to the President/CEO for the fulfillment of his or her functions and responsibility.

Duties and Responsibilities

Management

- Responsible for setting department annual work plan including determining annual lending goals and budget.
- Develop and maintain effective working relationships with borrowers, board of directors, loan committee, and agency partners.
- Ensure that reporting requirements to funding partners and the board of directors are met in a timely, accurate and complete fashion.
- Develop and assist with implementation of the marketing plan for loan products.
- Work closely with President & Accounting Manager in managing MWED's and FCEDA's bank accounts.

Lending

- Primarily responsible for loan origination and monitoring of the loan portfolio.
 - Loan Origination: Conduct due diligence of loan requests, perform credit and business write-ups, manage due diligence items, perform underwriting, and coordinate timely loan closings.

- Portfolio Monitoring: Maintain credit quality and risk management through monitoring borrower compliance with loan covenants and repayment provisions, reviewing borrower reports, and conducting periodic site visits.
- Mitigate loan portfolio risk through loan extensions, restructurings and collection activities, and adjustments to risk ratings and loan loss reserves.
- Evaluate new loan fund sources, write related applications (loan or grant). If awarded, implement the loan program as outlined in the related Scope of Work.
- Provide technical assistance to borrowers in structuring their financing.
- Provide business counseling as needed.
- Oversee loan servicing function.
- Maintain an accurate, up-to-date loan portfolio database and reporting system, and well-organized, complete loan files.
- Coordinate activities of the loan committee including scheduling and staffing meetings, developing agendas, keeping minutes. Submit loan requests, portfolio, pipeline and other information to committee members in a well-organized, accurate and timely fashion.
- Create and process loan closing documentation and dispersing of loan funds.
- Responsible for monthly internal reporting, reconciliation of loan funds and loan fund compliance.
- Meet reporting and compliance requirements of multiple funding agencies.
- Assist with relevant information for the annual audit.
- Promote lending programs by developing and distributing marketing material and public speaking.
- Establish relationships with funding partners from the USDA, Montana Department of Commerce, Economic Development Administration, HUD, DNRC, etc.

Skills and Knowledge Required

At least 5 years of demonstrated relevant business lending experience. Knowledge of and experience with non-profit development organizations is helpful.

- Bachelor's degree in business, economics, finance, community development (additional qualifying experience may be substituted on a year-by-year basis).
- Possess valid U.S. driver's license.
- Ability to travel occasionally.
- Proficient in Microsoft Office software programs.
- Use of e-mail and internet.
- Willingness to expand skill base with in-house and loan processing software.
- Relationship-building skills.
- Ability to work with broad range of cultures, personalities, and work styles.
- Knowledge of federal and state programs that serve urban and rural areas.
- Superior financial analysis and credit evaluation skills.
- Propensity to pursue and apply understanding of business environment including current events and economic cycles.
- Self-motivated and able to follow through in completing high-quality, detailed work with minimal supervision.
- Strong problem-solving and organizational skills including ability to balance strategic and lending responsibilities.
- Understanding of legal aspect of all loan documents.

- Capacity to prioritize multiple responsibilities to meet internal and customer deadlines while ensuring credit integrity.
- Ability to provide creative and flexible solutions to loan applicants by identifying relevant risks and mitigating risk.
- Demonstrated ability to prepare clear, accurate, well-organized written and financial reports and to communicate verbally in an effective manner.
- Strong customer service and people skills.

Other

- Minimal in-state travel.
- Occasional evening and weekend work.
- Other duties as assigned.

How to Apply

Please submit a letter of interest, resume, and salary requirements to:

Montana West Economic Development
Attn.: Christy Cummings Dawson
44 2nd Ave. West
Kalispell, MT 59901
christy@dobusinessinmontana.com

Submittal Deadline: **November 12, 2021.**

Montana West will contact qualified candidates for phone interviews to begin selecting candidates for further consideration. Please submit all questions relating to the organization and to the advertised position to the above email address.

Competitive salary based on experience and qualifications, with beginning wage expected to be \$55,000 - \$70,000.

Job Category: Professional
Position Type: Full-Time, Salaried, Benefits
Posted Date: 10/21/21

Montana West Economic Development is an equal opportunity employer, provider and lender.