



Commercial Loan Officer –U.P. Region Position Description Grade 7

OUR WORK

Northern Initiatives is a non-profit community development funding institution that provides access to capital, information and markets to advance and connect rural small businesses and their communities. Northern Initiatives supports entrepreneurs, businesses, manufacturing firms, banks, educational institutions, and non-profit organizations in a common effort to strengthen the economy of Michigan's Upper and northern Lower Peninsula and Northeastern Wisconsin.

Position Summary

The Commercial Loan Officer is responsible for developing and maintaining a portfolio of new and existing borrowing relationships within 15 Counties NI serves in the Upper Peninsula, along with 5 Wisconsin border counties. This position will operate from Northern Initiatives main office located in Marquette. The Loan Officer acts as the borrower's advocate by recommending suitable credit products, securing technical assistance where appropriate and providing periodic financial review and feedback. The Loan Officer also assists with network development for the Upper Peninsula territory, program delivery via presentations and active participation in economic development group initiatives that advance the mission of Northern Initiatives.

Essential Functions

Business Development and Customer Consulting

- Make new business development calls and follow-up on referrals. This includes attending functions that business owners and referral partners typically attend.
- Develop, maintain and assist with training referral partners and networks.
- Interview and guide loan applicants through the loan application process.
- Respond to inquiries for information as requested by customers and applicants.
- Provide one-on-one counseling to borrowers regarding organizing and operating a small business profitably and as they attempt to improve their business practices.
- Identify opportunities to provide technical assistance to borrowers.
- Refer customers to other Northern Initiatives' staff and contract service providers as appropriate.

Due Diligence and Underwriting

- Conduct due diligence on loan applicants, analyze financial data in order to determine credit worthiness and capacity to repay and meet other requirements per the Loan Policy.
- Research industry and market sectors to understand applicant's business industry, key risks and challenges.
- Present recommendations for loan approvals to the appropriate Loan Committee
- Ensure documentation of all loans is in compliance with the loan approval, Loan Policy and regulations of Northern Initiatives funding agencies.

Monitoring and Collections

- Maintain regular contact with borrowers, review financial statements as required by loan agreements, properly document customer contact and proactively identify borrower's future financial needs.
- Monitor all loans in the Loan Officer's portfolio to identify problem accounts. Work with borrowers to develop action plan to avoid delinquencies.
- Collect delinquent payments from borrowers.
- Responsible for monitoring borrower risk ratings and making adjustments when warranted.

Administrative Functions

- Assist with collection, tracking and reporting of loan metrics.
- Other responsibilities including project management as assigned.

Supervision

The VP/Loan Fund Manager provides supervision for this position.

Expectations

- Maintain professionalism and confidentiality at all times and exhibit a high quality of competence in carrying out duties.
- Direct and work on several ongoing projects at one time, maintaining flexibility and patience in balancing work assignments.
- Observe safety, health, and sanitation codes, as well as regulations, policies, and practices required by Northern Initiatives.
- Exhibit willingness to work as part of team.

Qualifications Necessary

- Bachelor's degree with 3 to 5 years of commercial lending experience or pertinent experience in business, finance, or accounting.
- Proven ability to analyze business financial data and report on such analysis.
- Proficiency in varied software packages, as necessary in the daily job performance.
- Excellent verbal and written communication skills.
- Proven ability to utilize excellent interpersonal relationship skills.

Submit a resume, letter of interest, and at least 2 references to Northern Initiatives, P.O. Box 7009, Marquette, MI 49855. Position will be located at the Northern Initiatives' office, Suite 202, Jacobetti Center, Northern Michigan University.

Updated: 7/30/2012