

## Lending Program Manager

Greater Baybrook Alliance (GBA) is a community development organization whose mission is to act as a catalyst and conduit for equitable development and reinvestment in the Brooklyn, Brooklyn Park, and Curtis Bay neighborhoods and empower our residents to strengthen the Baybrook community. To build community wealth and drive economic revitalization, GBA launched a subsidiary emerging CDFI loan fund.

**This is a new initiative with the goal of building wealth and driving economic revitalization in distressed Baltimore-area neighborhoods by providing innovative financial products and support to underserved businesses, organizations, and residents. The right candidate will be excited to use their talents as an entrepreneur to build this program.**

### **Purpose:**

The Lending Program Manager underwrites and efficiently processes microloans and small business loan requests from a wide range of businesses from startups to established businesses preparing for expansion; works closely with borrowers to meet loan and portfolio management metrics, and lending department objectives related to impact and portfolio quality. Works with GBA staff and partners to build a lending pipeline.

### **Key Responsibilities:**

Provide efficient and high-quality risk assessment that enables the program to meet impact, loan production, and portfolio management objectives:

- Work closely with local businesses, community organizations, and agency partners to develop a pipeline of potential clients.
- Analyze historical and projected cash flow and assess business viability through interviews with business owners and review of loan applications, tax returns, income statements, bank statements, references, and any other relevant data necessary to triangulate to actual cash flow.
- Provide pre-application technical assistance to prepare borrowers for the application process.
- Analyze and review other credit decision factors including assessment of loan use, income and employment verification, review of credit reports, and analysis of borrowers' collateral and assets.
- Assess overall credit risk against BRF underwriting guidelines and potential for future loss based primarily on cash flow and ability to repay, and also including credit and secondary source of repayment.
- Make decisive loan recommendations and clearly articulate and make a compelling case for loan decisions to appropriate approval authorities.
- Efficiently process complete application packages, including screening packages against product guidelines and required documents, entering and processing loans in the system, gathering all required documents, and closing out applications (approvals or declines) within target timeframe

- Collaborate with BRF staff to deliver excellent customer experience, including proactively providing feedback on loan application fit with underwriting guidelines and clearly communicating and setting expectation process, timeline, and expectations
- Support portfolio management activities including monitoring of high-risk loans
- Represent BRF at community events to increase awareness of BRF lending program and guidelines
- Build relationships with community partners to support deployment goals and increase awareness of BRF's lending programs

### **Qualifications:**

- 3-5 years experience as a small business loan underwriter at a CDFI, bank, non-bank SBA lender, or other financial institution
- Experience underwriting small business loans up to \$50,000 in a high-volume environment
- Experience in applying lessons learned from defaulted loans and businesses that have closed
- Strong analytical, math, and auditing skills with willingness to use qualitative and quantitative data in decision-making
- Superior communication and customer service skills and an ability to adapt to a wide variety of audiences, including clients, supervisors, direct report(s), peers, and external partners/vendors
- Demonstrated self-starter who goes beyond job description to make sure goals are achieved
- Very organized, detail-oriented and fast and comfortable with various software programs, including strong Excel and database skills
- Demonstrated ability to meet deadlines with a high level of accuracy
- Bachelor's degree in business, finance, or a related field, or an associate degree in banking or financial services preferred
- Ability to thrive in an entrepreneurial, team-oriented, mission-driven environment

### **WORK SCHEDULE & LOCATION**

This is a full-time position and requires a presence in the community.

### **COMPENSATION**

Salary and benefits are reflective of the candidate's qualifications and experience. Starting salary is \$59,000 - \$64,000. Benefits include 20 days of Paid Time Off, medical and dental insurance, and retirement plan.

### **APPLICATION**

Interested applicants should submit (1) a cover letter, (2) resume, and (3) work sample to Meredith Chaiken, Executive Director, at [apply@greaterbaybrookalliance.org](mailto:apply@greaterbaybrookalliance.org).