



Colorado Lending Source Job Announcement

Position Title: Loan Officer

Position Status: Full-Time with Benefits

Organizational Relationships: Reports to Loan Production Manager

Primary Work Location: Colorado Lending Source |1441 18th Street | Denver, CO 80202

Job Summary:

The Loan Officer at Colorado Lending Source is knowledgeable about the programs offered by Colorado Lending Source and maintains a special degree of expertise regarding the SBA 504 loan program. The Loan Officer works with partner lenders and small business owners to originate loan projects, and works with partner Lenders and small business owners from underwriting through funding. The Loan Officer is responsible for underwriting through funding and must be able to independently analyze potential business clients and use discretion and judgment to identify if the project meets the mission of Colorado Lending Source by providing economic development to the community it serves. A Loan Officer will provide excellent customer service to all parties involved in the process, and will represent Colorado Lending Source at business development opportunities.

Position Responsibilities:

- Understand and appreciate the mission, values and customer service commitment of the organization
- Understand all loan programs offered through Colorado Lending Source with specific attention to the Small Business Administration 504 Loan program
- Understand the Standard Operating Procedures for loan programs offered at Colorado Lending Source. Primary focus will be placed on eligibility and approval procedures. Will gain general understanding of closing and servicing functions as well
- Loan Packaging: Assemble complete applications which meet the Small Business Administration requirements;
- Loan Origination and Approval: Attend prospect and approval meetings which include potential small business applicants and partner lenders
- Underwriting: Prepare complete financial analysis and loan presentations that accurately portray the project to both the Colorado Lending Source Loan Committee and the Small Business Administration
- Review appraisal and environmental reports and determine if they meet SBA requirements
- Business Development: Develop new relationships with partner lenders and other financial resources; participate in training opportunities to support the mission
- Provide support, and collaboration throughout application process, approval, closing and loan servicing
- Other duties as may be assigned

Desired Qualifications:

This is a critical position within a highly entrepreneurial organization and successful applicants must be interested in helping to formulate and further develop this function.

- A Bachelor's Degree in a related field
- Exceptional written, verbal and listening communication skills
- Excellent interpersonal skills
- Detail oriented person capable of managing multiple projects at any given time
- Working Knowledge of Microsoft Office and Adobe products

Apply:

Interested applicants are invited to submit a resume along with a cover letter by email, mail, or in person to:

resume@coloradolendingsource.org

ATTN: Loan Officer

Colorado Lending Source
1441 18th Street, Suite 100
Denver, CO 80202

About Colorado Lending Source:

As a mission-based non-profit lender, Colorado Lending Source truly cares about small businesses and the communities they support. Our lending options range from \$5,000 up to \$5.5 million for a variety of business purposes. In 2018, we approved 221 small business loans to help create 1,747 jobs with a total economic impact of over \$331 million. Additionally, Colorado Lending Source facilitates an entrepreneur development training, called Ice House, which helps established or aspiring entrepreneurs develop or refine their entrepreneurial mindset. Our mission is to foster the economic growth of diverse small businesses within our communities.