

Job Title: Business Lending Officer

Reports To: General Manager

Salary: \$54,000 to \$60,000

Closing Date: April 18, 2022

Overview

Reporting to the General Manager, the Business Lending Officer is the principal contact for all loan and business development clients and attracts, coaches, manages and guides them to success. Business Lending Officer is responsible for all aspects of commercial lending, growth of the loan portfolio, collections, business counselling, and assessing feasibility of client business ideas/proposals/plans. The Business Lending Officer is responsible for identifying and fostering community economic development opportunities in Thunder Bay.

Key Functions & Duties

- Responds to initial enquiries regarding specific financing requirements, business ideas, funding options, and general information pertaining to Community Futures' services.
- Coach clients provide aftercare and growth support and ensure appropriate and effective referrals.
- Deliver workshops for clients on small business topics and provide small business training options to clients
- Develop and maintain a network of referral sources (e.g. banks, partners, etc.) through an effective strategy of community involvement and stakeholder presentations to achieve loan growth objectives.
- Represents the organization at functions, seminars, workshops etc. Ensures the organization's mission, programs, products and services are consistently presented in a strong, positive image to relevant stakeholders.
- Identify existing growth-oriented businesses that could help grow our local economy with assistance from our Community Futures organization.
- Seek out or attract businesses and clients so loan targets can be achieved or exceeded.
- Seek out and identify Economic Development opportunities with stakeholders.
- Collaborate with management, Board and staff and meet with stakeholders to develop and work on Economic Development projects to a state of completion as per FedNor guidelines.
- Other Duties as required

Loan Analysis and Management

- Review and analyze applications for financing, including assessing financial viability, management capability, social and community impact, repayment ability, job creation, feasibility and security.
- Undertake financial statement analysis, business plan analysis, loan analysis and investigation, credit checks, loan submission to the Board, loan disbursements, loan security registration and ongoing monitoring of loan clients.
- Perform due diligence checks in the preparation of proposals, including: Credit checks, Personal Property Security Act (PPSA) searches, Title searches, Historical financial statement analysis, Canada Revenue Agency, HST, WSIB, personal income tax or Other third party verifications
- Make loan recommendations to the Investment Committee considering Community Futures goals and risk management.
- Prepare letters of offer and other loan security documents.
- Liaise with solicitors, insurance agencies, accountants and/or financial institutions.
- Conduct annual file reviews and field calls, including financial statements, outcome and summary, etc.
- Research and prepare requests for loan modifications or alterations for approval by General Manager and appropriate committee.

- With the approval of the IC Committee, manage collection of delinquent accounts, bankruptcies and foreclosures.

Administration

- Help maintain/establish HR, IC, Board Governance, Confidentiality, and other policies. Adhere to privacy legislation.
- Enter client information and statistics into client management system (such as Faasbank etc.)
- Prepare and submit monthly, quarterly and annual reporting requirements.
- Attend and participate in staff and other meetings as required.
- assists and / or prepares budget and operating plan projections. Annual/quarterly submissions, submissions for new initiatives, Strategic and Business Plans as required.
- Other duties as required.

Qualifications Requirements and Assets:

- Degree in business or relevant field
- Proven history of experience with the lending process from pre-lending to post-care.
- Strong analytical skills including financial statement and ratio analysis.
- Excellent written and oral communications skills including the ability to make effective oral presentations.
- Excellent organizational skills including the abilities to manage time, multitask and prioritize.
- Good listening and interviewing skills.
- Proficient computer skills including in Outlook, Word, Excel & PowerPoint.
- Impeccable judgment, ethics and morals.
- Entrepreneurial experience and business ownership background
- Must demonstrate strong sales and/or strategic project leadership skills.
- Ability to coach clients and provide business advice.
- Good workshop facilitation skills.
- Superior interpersonal skills including the ability to build strong relationships.
- Ability to represent the organization in a positive manner.
- Adaptable.
- Highly motivated.
- Understanding of relevant legislation and policies.
- Strong local & regional business contacts are assets.
- Knowledge of Community Futures and the Community Futures Lending program.
- Valid driver's license and access to a vehicle while at work.

Please apply by email to Thunder Bay Ventures General Manager, Maria Vidotto at maria@thunderbayventures.com with "**Business Lending Officer**" in the subject line.

COVID-19 Considerations
Proof of Vaccination required

We thank all interested candidates, however only those selected for an interview will be contacted.