

JOB TITLE: LOAN OFFICER / UNDERWRITER

POSITION DESCRIPTION

Since 1982, California Capital Financial Development Corporation (California Capital), a nonprofit 501(c)(3) corporation, has supported our community through capacity building and access to capital programs for small and microenterprise businesses, and entrepreneurs. Certified by the U.S. Department of Treasury as a Community Development Financial Institution (CDFI), since 2002, we are a mission-based organization, focusing on programs and services with a goal of creating asset and wealth development in low/moderate income, diverse and underserved communities. California Capital provides technical assistance through a continuum of services including business training, one-on-one counseling, and a number of access to capital programs. Our lending programs include the administration of the State of California Small Business Loan Guarantee, Disaster Loan Guarantee Programs, and RUST (Repair and Removal of Underground Storage Tanks Program). In addition, California Capital offers microloans supported by an EDA Revolving Loan Fund, CDFI loan funds, and private grants that allow us to meet the capital needs of small and microenterprise businesses in low/moderate income, diverse and underserved communities. California Capital is located in Sacramento, California, serving small and microenterprise businesses in Northern California from San Joaquin County, north the Oregon border, and coastal counties to the west.

Under the direction of the Chief Lending Officer, the loan officer/underwriter is responsible for reviewing financial data, assessing credit risk and structuring transactions. In collaboration with the organization's credit staff, he or she will underwrite loans, prepare credit memorandums and present credit recommendations.

As part of a highly efficient team, the Loan Officer/Underwriter responsibilities will expand beyond core credit analysis, contributing to development of new lending opportunities in target markets and the preparation of funding proposals and reports, including government agencies and loan fund investors. Additional responsibilities include providing competent, thorough, courteous, and efficient customer service to both internal and external customers with a minimal level of direction, guidance, and oversight.

The ideal applicant knows how to work in a collaborative environment and has strong financial analysis and oral and written communication skills. Versatility and flexibility across a wide spectrum of business tasks are key.

Essential Duties and Responsibilities:

Handle loan originations from beginning to end under the supervision of the Chief Lending Officer, and/or senior staff. Daily duties may include:

- Reviewing credit file to assess eligibility and identifying information needed to complete underwriting.
- Reviewing financial and other relevant documents to assess cash flow and repayment ability.
- Conducting research relevant to loan applications under review.
- Collaborating with Business Advisors within the organization and outside California Capital (i.e. Small Business Development Center) to assist clients become loan ready.
- Contacting borrowers to clarify loan transaction, use of funds, projections, business and personal credit issues and other information pertinent to the loan request.
- Work directly with the lending team in a collaborative process to evaluate credit worthy potential clients.
- Works with senior staff on analyzing figures around economic development metrics, including designing and implementing client-focused surveys.
- Participates, in close collaboration with other members of the team, in the preparation of proposals and periodic reports to partner agencies.

- Performs interim and annual financial loan monitoring in close collaboration with senior staff.
- Works closely with Loan Closing Specialist in preparing closing documentation.
- Works in partnership with Chief Lending Officer and loan team members on business development activities, including participating in client and/or prospect calls and representing the organization in meetings.
- Collaborates closely with our team in the development, launch and execution of new lending programs.
- Performs other duties as may be deemed necessary and appropriate.

BACKGROUND AND EXPERIENCE

Qualifications:

- Bachelor's degree in accounting, business, economics, finance, or equivalent combination of training and experience from a four (4) year college or university.
- Ideal candidate has a minimum of 2-4 years' experience in mission-oriented financial analysis and deal structuring.
- Strong writing and composition skills.
- Strong interpersonal communication skills.
- Entrepreneurial approach to work (a must).
- Knowledge of and/or interest in community development, racial equity and economic inclusion.
- Experience and desire to increase access to resources in low/moderate income, diverse and underserved communities.
- Proven ability to build relationships with potential clients, as well as business and lending partners.
- Experience or willingness to be trained and become proficient with lending software and Client Relationship Management systems.
- Fluency in languages in addition to English is a plus.
- We are looking for an individual who wants to make a difference in this critical new landscape, who would help us improve how we work day-to-day and maximize the growth and impact of our organization in the long term.
- The right fit would be someone willing to work hard, and always holding themselves to a high bar of performance. Sounds like you, or someone you know? Please reach out!

EMPLOYMENT TYPE: This is a full-time position

COMPENSATION: Competitive salary commensurate with experience. Excellent benefits package, including health, dental, vision and retirement plan available. Paid vacation, holiday and sick leave.

How to Apply:

Interested candidates should email resume with a cover letter to careers@cacapital.org with "Loan Officer/Underwriter" in the subject line.

California Capital is an equal opportunity employer.

NOTE: Due to the current COVID-19 Pandemic, some work is organized remotely on a temporary basis. This is not a remote-work position.

No Phone Calls or Faxes Please

