

**Job Description:** Loan/Business Development Officer  
**Employee Status:** Part time  
**Work Location:** Plymouth or Lebanon, NH (*includes working remotely*)

### **Position Summary**

1. Sources new business by networking with banks and other referral sources.
2. Works with SBDC, SCORE and other business advisors to assist potential borrowers in preparing business plans and other materials required in the lending process.
3. Underwrites or coordinates with underwriters to process loan requests.
4. Under supervision of the GRDC Chief Executive Officer, plans, coordinates and implements economic development loan programs according to policies set by the GRDC Board of Directors. Also coordinates and provides input for marketing initiatives to publicize the program.
5. Serves as primary liaison with the GRDC Loan Committee, legal counsel and any partnering organizations for assigned business loan applicants.

### **Essential Functions and Major Responsibilities**

1. **Loan Production:** Participates in analyzing loan requests for appropriate program eligibility, determine financial capability, and recommend loan packages to the loan committee for approval. This includes a complete credit and financial analysis of proposed projects, Analyzing balance sheets, profit and loss statements, cash flow projections, business plans, valuation of collateral, guarantor's financial position and public benefits.
2. **Loan Application Management:** Provide professional assistance, technical information, and guidance throughout all phases of the loan application process. Identify appropriate financial resources for loan packages. Collect required information to ensure timely documentation, administration, and approval of loan applications as well as coordinate closing and funding. Verify compliance with the business finance program requirements and maintain records at GRDC's offices in accordance with established procedures.
3. **Loan Portfolio Management:** Analyze and respond to client requests for subordinations and modifications. Recommend technical assistance with partnering organizations such as SBDC and SCORE, and others as deemed necessary. Work with legal counsel and Loan Committee on delinquent and workout loans and recommend course of action for curing delinquency including technical assistance. Recommend legal action when necessary.
4. **Loan Program Marketing:** In order to publicize and grow the program, work with the GRDC Chief Executive Officer and Loan Committee to develop and implement marketing efforts aimed at Grafton County's business community and loan partners.

### **Required Knowledge and Skills**

1. General understanding of economic development finance, business finance and transactions, commercial and personal credit analysis and finance terminologies.
2. Familiarity with legal documentation in commercial finance transactions.
3. Excellent interpersonal and public speaking skills.
4. Ability to multi-task, managing multiple projects in various stages of completion.
5. Proficiency in computer applications such as word processing, spreadsheets, and financial calculations.
6. Ability to analyze, organize, and verbally present complex information.
7. Strong negotiation, facilitation, interpersonal and public speaking skills required.
8. General knowledge of lending in areas such as commercial lending, bookkeeping, accounting, law, consumer lending, finance, mortgage origination, or other related fields such as business ownership preferred.

### **Desired Education or Work Experience:**

Bachelor's Degree and/or related experience; previous banking or lending experience a plus.

**Interested candidates should email a cover letter and resume to Anne Duncan Cooley at [adc@graftonrdc.org](mailto:adc@graftonrdc.org)**