



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

Position: Loan Coordinator
Department: Operations & Strategy
Division: Entrepreneurship Center
Supervisor: Division Manager
Revision Date: June 2019

SUMMARY:

The **Loan Coordinator** is responsible for client education and development, including pre and post loan counseling, basic loan origination and packaging in collaboration with Small Loan Fund Division as well as provide technical assistance.

CORE DUTIES AND RESPONSIBILITIES include the following:

- Provides counseling, coaching and technical assistance to minority small business owners to assist them in being financially/credit ready.
- Provides post loan technical support and counseling to borrowers and works with the borrower to meet financial reporting deadlines and standards.
- Follows-up on all post loan strategies and collect financial documents from loan recipients on a quarterly basis.
- Coordinates the assembly of the loan package and closing materials in accordance with lending guidelines
- Coordinates and convenes meetings, as required, with the borrower, small business loan fund partners and other entities as necessary
- Manages electronic systems for loan inquiries, processing and counseling to ensure timely submission and follow up on loan documents
- Attends meetings which facilitate the lending opportunities for borrowers, participates in periodic loan committee meetings to provide recommendation for a viable loan, and attends the loan pipeline conference calls.
- Ensures contract compliance and that the project operates within the established contract/grant goals and/or Urban League's goals.
- Maintains the confidentiality of all company related data and ensures client hard files are secured and locked for safe keeping.
- Reviews and develops a working knowledge of regulations and guidelines as they apply to the delivery of the program and impact of the Small Loan Fund partnership as well as other partnerships that may be cultivated to ensure the sustainability of the program
- Researches and advises the immediate supervisor of needs, trends, and issues within program areas and recommends activities and strategies to address them.
- Participates in Urban League of Broward County's special event committees and projects actively.
- Implements and manages special projects as assigned.

- Submits required programmatic paperwork, reports and assignments as requested in a timely fashion

Job Requirements and Specifications

- Bachelor's degree required in (B.A.) business administration, finance, accounting or economics or other related field from a four-year college or university.
- A minimum of 2-3 years of increasingly responsible experience with economic development and community lending experience;
- Demonstrate a sensitivity to and experience with borrowers with nontraditional financial profiles and a desire to serve diverse communities
- Knowledge and ability to work with financial information.
- Excellent written and oral communication skills.
- Must have excellent presentation skills for both internal and external audiences.
- Ability to effectively present information and respond to questions from internal requestors, clients, customers, and the general public.
- Outstanding organizational skills and thoroughness with attention to detail and timeliness.
- Demonstrated ability to provide open communication to all partners for the distribution and gathering of information for opportunities.
- Work some evenings and weekends as needed
- Proficient in time management to fulfill all tasks in a timely manner adhering to program guidelines and supervisory expectations
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities
- Must be computer literate with familiarity utilizing client management systems
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- Positive and team-oriented attitude

Other

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

Submit Cover Letter and Resume to:

via email:

hr@ulbcfl.org

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER