POSITION TITLE:

Loan Officer/Business Advisor

POSITION DUTIES:

1. Meet with perspective entrepreneurs and business owners to obtain information for loan applications and to answer questions about the process.
2. Analyze prospective entrepreneurs and business owners’ financial status, credit, and assets to determine loan feasibility.
3. Underwrite business loan applications according to LEDC’s internal policies and engage with LEDC’s Lending Department and collaborating lending organizations with the purpose of reaching prospective entrepreneurs and business owners with working capital.
4. Guide aspiring entrepreneurs in the process of creating a startup business, which includes providing regulatory, operational, marketing, financial, real estate information and access to capital technical assistance.
5. Refer prospective entrepreneurs and business owners to professional legal, commercial real estate, commercial insurance, website design and tax advice.
6. Serve as liaison between city/county inspectors and prospective entrepreneurs and business owners to solve licensing issues.
7. Conduct business trainings to a cohort of 20 to 50 participants, as directed by LEDC’s Business Development Director.
8. Update and maintain records of services provided in compliance with LEDC’s commitments under specific Grants, Government Contracts and RFP’s, Federal and State Data Practice regulations, including key output and outcome measures.
9. Collect, analyze, interpret, and summarize data in order to provide timely, accurate, and useful information to decision makers and stakeholders.

POSITION REQUIREMENTS:

1. Bachelor’s degree or foreign equivalent in Business Administration, Economics, Finance, or a closely related field.
2. 12 months’ experience as a Business Development Associate, Administrative Assistant/Procurement and Logistics Associate, Administrative Project Coordinator, or closely related, including experience in the following:
   a. Working with management or consulting regarding business management (logistics/distribution; operations; accounting);
   b. Collecting, analyzing, and preparing data in order to fulfill annual and/or routine internal and external reporting requirements.
   c. Designing and deploying data collection tools in order to support both evaluation and program implementation
   d. Experience working with underrepresented communities.
3. Bilingual – Spanish/English, as demonstrated by answering standard questions applicable to the position posed in Spanish during an interview.
4. All experience can be gained concurrently.

LOCATION OF EMPLOYMENT:

804 Margaret Street, St Paul, MN 55106

Applicants who are interested in the Position should send a cover letter and resume to: Hiring Manager at careers@ledcmn.org