

BUSINESS ANALYST – LOANS OFFICER

CORE FUNCTION:

The Business Analyst – Loans Officer is primarily responsible for the development, analysis and recommendation of loan proposals to the Loans Review Committee. This position manages the overall Investment Funds (loan) portfolio, with the goal of achieving a healthy balance between acceptable portfolio returns and providing a valuable lending service to the business community. This position will also provide coaching, counseling and ongoing support to loan clients, as needed.

ACCOUNTABILITY:

The Business Analyst – Loans Officer reports directly to the Executive Director.

DETAILS OF FUNCTION:

Investment Fund Delivery

- Receive inquiries and interview potential loan applicants to assess needs.
- Explain the parameters of CF financing, the basis upon which applications are assessed, the general lending terms and conditions, and the approval process.
- Determine the appropriate course of action resulting from the inquiry, which may include proceeding with an application, referral to another service provider or assisting the applicant in identifying other possible sources of financing.
- Provide direction to the applicant in the development/preparation of their business plan, including available tools and other sources of information to assist in the completion of their business plan.
- Review applications for financing/business plans, as presented by applicants to assess the overall risk associated with the proposal and as a result, request additional information, decline the application or proceed with submission of the application to the Loans Review Committee:
 - Investigate the applicant's credit history and conduct other due diligence on information provided.
 - Assess the potential and the financial viability of the proposal.
 - Perform security and equity analyses.
 - Evaluate the applicant's management capabilities/skills.
 - Assess social, community and environmental impact of the proposal.
- Prepare loan submission and supporting documentation with recommendations for approval, and submit to the Loans Review Committee for review.
- Prepare the standard Letter of Offer (Loan Agreement) detailing the Terms and Conditions of financing approved by the Loans Review Committee or management.
- Prepare all loan documents/collateral security documents and ensure same are completed in compliance with the approved Terms and Conditions detailed in the Letter of Offer (Loan Agreement).

- Ensure that all loan documents/collateral security documents are executed by the appropriate officers/individuals, that collateral security documents are registered with the appropriate registry/office and prepare for advance of funds to applicants.
- Work with other Community Futures offices on larger syndicated loans.

Investment Fund Management

- Input client, business, activity logs, tasks & notes into The Exceptional Assistant (TEA) program, ensuring that appropriate diaries are made for items requiring follow-up under the Terms and Conditions of the Loan Agreement and for renewal of our security registration.
- Maintain client loan files and records and ensure that all pertinent client contact information is input into TEA.
- Establish and maintain supportive relationships with borrowers.
- Initiate and monitor collection action on loans and take the necessary steps to protect our security position, when appropriate.
- Prepare monthly, quarterly and annual loan reports/budgets for management, the Loans Review Committee, and the Board of Directors.
- Respond to client needs, coaching and counseling on an ongoing basis.

Other Related Duties

- Provide information, coaching and counseling to non-loan clients, as required.
- Workshop facilitation as required.
- Assist with reporting to funding agencies as required.
- Assist with development of program proposals, statistical data and other reports as required.
- Attend conferences, training opportunities and Business Analyst roundtable meetings at various locations.
- Assist other staff as required.
- Other duties as assigned.

STANDARDS OF PERFORMANCE:

1. Good understanding of the Investment Fund programs, services provided and the role Community Futures plays in the local economy/community.
2. Work in the best interest of the organization and client at all times.
3. Decisions and actions are made to uphold the reputation and integrity of the Community Futures name and brand.
4. Good oral and written communication skills.
5. Good crediting skills (The ability to assess risk through the analysis of business plans, financial statements/projections, proper due diligence and experience).
6. Good Investment Funds (loan) portfolio management skills.
7. Competent computer hardware and software knowledge (Excel, Word, TEA and use of Internet).
8. Effective time management skills.
9. Responsiveness to client needs in a timely and professional manner.
10. Quality and timeliness of submissions to Loans Review Committee