

Position Title:	Business Development – Loans Administrator
Supervisor:	General Manager
Service Category:	Commercial Lending
Date:	April 17, 2023

ORGANIZATION DESCRIPTION:

Are you an aspiring business professional looking to work in an energetic professional office setting? If so, Community Futures may be the employer for you. Employment at Community Futures provides the opportunity to have a meaningful positive impact on entrepreneurs and help grow local businesses. We offer a flexible work environment that creates a workplace culture where both employees and the organization thrive.

Community Futures office is a non-profit organization guided by a volunteer Board of Directors and staffed with business professionals. We work with community partners to help foster entrepreneurship and economic development in our region. Community Futures Thompson Country (CFTC) is funded in BC by PacifiCan, Canada.

Our office provides services and program supports to rural small and medium-sized business owners and entrepreneurs. Our services include:

- Business plan development and coaching
- Small business training
- One-on-one start-up or expansion coaching
- Support in gaining access to other small business supports, information, and access to capital

For more information on Community Futures please visit our website:

<http://communityfutures.net/>

SUMMARY POSITION DESCRIPTION:

The Loan Administrator works with the Loans Manager to execute all lending-related tasks and duties for CFTC. This includes evaluating loan applications, ensuring compliance with regulations, and maintaining relationships with borrowers and other stakeholders. The successful candidate will be highly organized, detail-oriented, and possess excellent communication skills. They will work closely with our CFTC team to ensure the effective delivery of lending services to our clients.

KEY RESPONSIBILITIES:

- Evaluate loan applications and make recommendations on loan approvals.
- Respond to client inquiries, and refer clients to appropriate sources, both internal and External to the organization.

- Work with clients to complete their loan applications.
- Coordinate loan disbursements and ensure compliance with regulations.
- Manage the loan portfolio and ensure timely payments and collection of loans.
- Develop and maintain relationships with clients, stakeholders, and other organizations in the community.
- Provide guidance and support to borrowers throughout the lending process.
- Maintain accurate records and documentation of all lending activities.
- Participate in community outreach activities and promote our lending services to potential clients.
- Stay up-to-date on industry trends and regulations related to lending activities.
- Collaborate with other members of our team to ensure the effective delivery of lending services.
- Assist in the preparation of committee meeting packages.
- Coordinate materials for committee meetings and presentation sessions and other activities of the organization.
- Prepare the minutes of the committee meetings and ensure they are available for the General Manager and Board of Directors.
- Support the ongoing recruitment and management of the lending committee.

QUALIFICATIONS:

- Bachelor's degree in finance, accounting, or a related field.
- 2+ years of experience in lending, banking or a finance related field.
- Strong knowledge of lending regulations and compliance requirements.
- Excellent analytical and problem-solving skills.
- Strong attention to detail and ability to manage multiple tasks simultaneously.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong computer skills, including proficiency in Microsoft Office and loan management software.

COMPENSATION:

- Wage is based on a 35-hour work week and will range from \$32-\$36/hour based on a combination of employment experience and education
- Extended health benefits included upon completion of probationary period (3 Months)
- Matching RRSP Program up to 5% of annual wage
- Vacation and Sick days accrued from the start of employment

Community Futures values diversity and is committed to providing an inclusive work environment. We are looking for qualified individuals who represent, at all job levels, the diversity of the people we serve and encourage applications from Indigenous peoples, individuals of all genders and sexual orientation, origin and ethnic affiliations, disability, age, and religion.