

Job Posting

Position Title: Commercial Lender
Spanish Language

FLSA Status: Exempt

Department: Lending

Pay Grade: 6

Supervisor: Senior Lender, Western MI

Location: Western Lower MI

Northern Initiatives' Mission

What we do

Come help us build communities, create jobs, and support families! Northern Initiatives (NI) is a non-profit Community Development Financial Institution that provides loans and business services to small business owners and entrepreneurs, with a renewed focus on people of color and underserved areas of Michigan. We are one of the nation's most respected lenders – and we're growing! You will make an immediate impact on our team.

Position Summary

This position will be responsible for developing and maintaining a portfolio of new and existing borrowing relationships in the western portion of Michigan's lower peninsula, focusing on the Hispanic and Latino populations in this territory. This position will operate from a home office or co-working space. The Lender acts as the borrower's advocate by recommending suitable credit products, securing technical assistance where appropriate and providing periodic financial review and feedback. The lender also assists with network development for the Western LP territory, program delivery via presentations and active participation in economic development group initiatives that advance the mission of NI.

Essential Duties and Responsibilities

Business Development and Customer consulting

- Make new business development calls and follow up on referrals. This includes attending functions that business owners and referral partners typically attend.
- Develop, maintain and assist with training referral partners and networks.
- Interview and guide loan applicants through the loan application process.
- Respond to inquiries for information as requested by customers and applicants.
- Provide one-on-one counseling to borrowers regarding organizing and operating a small business profitably and as they attempt to improve their business practices.
- Identify opportunities to provide technical assistance to borrowers.
- Refer customers to other Northern Initiatives' staff and contract service providers as appropriate.

Due Diligence and loan package preparation

- Conduct due diligence on loan applicants, analyze financial data in order to determine credit worthiness and capacity to repay and meet other requirements per the Loan Policy.
- Research industry and market sectors to understand applicant's business industry, key risks and challenges.
- Present recommendations for loan approvals to the appropriate Loan Committee

- Work with Ni's credit analysts and commercial lending assistants to ensure documentation of all loans is in compliance with the loan approval, Loan Policy and regulation of NI's funding agencies.

Monitoring and Collections

- Maintain regular contact with borrowers, review financial statements as required by loan agreements, properly document customer contact and proactively identify borrower's future financial needs.
- Monitor all loans in the Lender's portfolio to identify problem accounts. Work with the Loan Asset administrator and borrower to develop action plans to avoid delinquencies
- Collect delinquent payments from borrowers
- Responsible for monitoring borrower risk ratings and making adjustments when warranted
- Assist with collection, tracking and reporting of loan metrics
- Other responsibilities including project management as assigned

Supervision

The Senior Lender of Western Michigan will provide supervision and mentoring. The Commercial Lender has no direct reports.

Qualifications and Education Requirements

- Bachelor's Degree with 3-5 years of commercial lending experience or pertinent experience in business, finance or accounting.
- Direct and work on several ongoing projects concurrently, maintaining flexibility and patience in balancing work assignments.
- Exhibit willingness to work as part of a team.
- Proficiency in varied software packages, as required in daily job performance.
- Excellent verbal and written communication skills in Spanish and English.
- Excellent interpersonal relationship skills.

Our Goals

- Help small businesses bring growth, innovation, quality jobs, and resilience to communities
- Celebrate diversity
- Strengthen partnerships and build new alliances to increase our impact
- Be kind, helpful, and adaptable
- Make our communities great places to live, work, play, visit, and do business

About Us

Over the last 25+ years, NI has loaned \$80 million to more than 1,600 small businesses. Access to our Initiate technical assistance portal is included with each loan and features a suite of practical trainings, tools and resources that matter to every business owner. We provide money and know-how that develop business skills and strengthen the economy.

To apply, send a current resume and letter of interest to Careers@northerninitiatives.org, or apply on [Indeed.com](https://www.indeed.com)