



URBAN LEAGUE OF BROWARD COUNTY Job Vacancy Posting

Title: Small Business Loan Coordinator
Supervisor: Compliance and Lending Analyst
Division/Team: Entrepreneurship Center
Revision Date: February 2024

SUMMARY:

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

Core Duties and Job Responsibilities (abbreviated)

- Provide counseling, coaching and technical assistance to minority small business owners to assist them in being financially/credit ready.
- Provide post loan technical support and counseling to borrowers; works with the borrower to meet financial reporting deadlines and standards.
- Follows-up on all post loan strategies and collects financial documents from loan recipients on a quarterly basis.
- 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 Business Loan Fund partnership as well as other partnerships that may be cultivated to ensure the sustainability of the program.
- Submits required programmatic paperwork, reports and assignments as requested in a timely fashion.

Education/Experience and Requirements

- 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;
- Demonstrated sensitivity to and experience with borrowers with nontraditional financial profiles and a desire to serve diverse communities.
- Ability to write reports, business correspondence, and procedure manuals.
- Knowledge and ability to work with financial information.
- Must have excellent presentation skills for both internal and external audiences.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Outstanding organizational skills and thoroughness with attention to detail and timeliness.
- Must work effectively with people of all ages and diverse backgrounds, skills and abilities.
- Must be able to work evenings and weekends as business needs warrant.
- Use of technology to ensure efficiency in managing and reporting using Microsoft Office.
- Positive and team-oriented attitude.
- Project Management Training or experience preferred.
- Experience working with minority small businesses.

Other

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

Submit Cover Letter and Resume to:
HIRING@ULBCFL.ORG

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