



Position Announcement: Loan Production Manager

Located in: Raleigh, NC

Background

Since 1987, the NC Rural Center has worked to improve the quality of life for the state's rural people and places. We operate with the core belief that our rural communities have inherent cultural value and are vital to the overall economic health of our state. We recognize that the changing landscape of rural North Carolina brings with it significant challenges, but we also believe in the resiliency of our state's rural people and their dedicated stewardship of the communities they call home.

As part of this stewardship, we manage several intermediary small business capital programs that promote economic growth. The first is a suite of federally funded State Small Business Credit Initiative (SSBCI) programs which catalyzes investment across all 100 North Carolina counties in partnership with community banks and venture firms. The second is a small business loan participation program for Community Development Financial Institutions and Minority Depository Institutions across a seventeen state footprint, managed through CornerSquare Community Capital, a wholly owned subsidiary of the Rural Center. The third program, NC COVID-19 Rapid Recovery, is a partnership of eight CDFI lenders and support partners assisting businesses that have been impacted by COVID-19. Altogether, these small business capital programs total approximately \$335 million in assets under management and are expected to exceed \$500 million over the next five years.

Position Overview

The Loan Production Manager is responsible for managing the application portals for CornerSquare and the Loan Participation Program (LPP), managing the process from loan intake to underwriting.

Duties & Responsibilities

1. Serve as liaison between lending partners and the Rural Center in coordinating receipt and review of required documents to facilitate the loan approval process
2. Interface with lending partners, providing answers and resources as necessary
3. Review all required application materials, leases, property appraisals, closing packets, and collateral documents for adherence to underwriting guidelines
4. Ensure the accuracy and completion of the loan file, including all packaging documents, and satisfaction of credit conditions
5. Facilitate the development of credit memos for both CornerSquare and LPP
6. Prepare regular pipeline reports
7. Serve as liaison between underwriting and the credit committees

Hiring Requirements & Attributes

- Four or more years of experience in lending
- Highly resourceful self-starter and fast learner; able to multi-task and function well with minimal direction
- Excellent verbal and written communication skills; and excellent interpersonal skills—ability to work effectively in varied professional, socio-economic, and cultural contexts
- Sensitivity to issues of low-wealth and distressed communities, and a desire to work with racially and socially diverse colleagues and stakeholders
- Adaptive software skills, typical programs include: Excel, Google Workspace, LoanWell, DownHome, Airtable, Slack, Salesforce, DocuSign, and more.

Compensation and Benefits: The NC Rural Center offers excellent benefits and salary commensurate with experience. Benefits include health, vision and dental insurance, retirement contributions, holidays, and paid-time off. The NC Rural Center is an equal opportunity employer.

How to apply:

- Prepare a cover letter and resume, and email them as a Word or PDF document to ssbci@ncruralcenter.org; the subject line of the email should include your name and the position title.
- Applications will be reviewed on a rolling basis and the position will remain open until filled.