



Job Opening - Business Lending Manager (full-time)

Reposted: May 19, 2022

- Do you have a finance background?
- Do you have a passion for connecting businesses with financing opportunities?
- Are you a connector and problem-solver that enjoys working with business owners?
- Are you looking to advance your path in the lending world?

Location: In Person, In Office – Bozeman, MT

Salary: \$50k-\$75k DOE, with full benefits including:

- ✓ Health Insurance: 100% paid for employee (Silver Plan, Blue Cross Blue Shield)
 - Health
 - Dental
 - Vision
- ✓ Generous Employer Health Savings Account Contribution (Silver Plan)
- ✓ SIMPLE IRA with 3% match
- ✓ 20 Paid-Time Off days (23 days after 2 Years, 26 days after 5 years)
- ✓ 11 Holidays
- ✓ Monthly phone stipend
- ✓ Maternity and Parental Leave
- ✓ Professional Development Opportunities
- ✓ Work/Life Balance
- ✓ Rewarding Work That Matters

Prospera Business Network is the leading non-profit organization advancing and supporting community-centered economic development in southwest Montana. Our focus is helping people start and grow their business – in turn strengthening our region’s economy and communities. We offer entrepreneurs and business owners a pathway to success through confidential business counseling, professional trainings, business loans, business development grants and timely economic research.

Position Summary:

The Prospera Business Lending Manager will oversee and manage our local revolving loan funds (RLF) that are used to provide “gap” financing for small businesses in our region. This position is suited for the professional seeking to develop and expand working relationships with area banks and business owners to put our loan funds to work. This position works in conjunction with Prospera’s Executive Director and Director of Finance to

identify and analyze potential loan fund recipients. The Business Lending Manager oversees the entire process of our lending program from, credit presentation, underwriting, loan closing and loan servicing.

This is a growing program at Prospera, and this position will organize strategic efforts aimed at growing and strengthening our efforts to make new business loans. This position directly reports to the Director of Finance and has support from other program staff to ensure that all financial and loan operations run smoothly.

Desired Skills:

This position will organize and implement our in-house business lending program and;

- Enjoy building working relationships within the banking and business financing communities in southwest Montana.
- Be knowledgeable and able to navigate state and federal loan programs.
- Be computer and tech savvy. Prospera uses *Compliance One* for loan document software, *Down Home Solutions* for loan management, and *ShareFile* for file transfers.
- Skilled at creating outreach strategies to build a pipeline of new loan clients.
- A team player among Prospera co-workers and can work collaboratively in a business office setting to address issues.
- A professional and competent representative for Prospera in diverse settings.

Desired Qualifications:

- A college degree in finance, accounting, or business management is a plus
- Knowledge or experience with business finance and financial statement analysis. Commercial lending experience is a plus.
- Knowledge of current business practices and financing methods.
- Drive and passion for connecting businesses with financing opportunities.
- Ability to critique business plans, tax returns, and financial statements to gauge business performance and capacity for debt repayment.
- Professional communication skills with the ability to articulate complex information to colleagues, business owners, and local financial institutions.
- Proficient computer skills and general office technology.

Job Description:

Loan Management and Reporting

- Work with potential borrowers to obtain financial statements, tax returns, and projections to prepare loan fund packages.
- Service current loans. Maintain loan records, collect business financials and tax returns, update reporting requirements, and aid individual owners as needed.
- Review completed loan applications and prepare credit presentations to the loan committees.
- Organize and manage the decision-making process including notice of public meetings with local governments, presenting requests to the Prospera Board of Directors.
- Facilitate loan closing working with local banks, title companies, and borrowers to schedule, and verify necessary collateral and insurance.
- After closing, ensure complete and accurate records are kept for all loan documents, and file proper liens and UCC filings.
- Collaborate with the Director of Finance for reporting RLF to government entities.
- Plan and secure renewals for sub-recipient agreements with local government RLFs.

- Ensure online reporting is completed to the various agencies including our local government partners, USDA, MT Department of Commerce, and others.

Business Counseling and Development

- Meet with businesses and be a resource for solutions and strategies for their financing and business planning needs.
- Develop and attract a new loan client pipeline: fostering and supporting new loan packages and preparing/gathering all needed information for prospective loan clients.
- Build relationships with local commercial lenders to promote the use of our RLF programs and services.

Loan Funds and Program Support

- Apply for additional loan funds from government entities to expand RLF portfolio.
- Support Prospera business membership and fundraising. Be a positive voice that promotes our work and impact to area business leaders.
- Assist with loan client success stories and get release waivers so their success story can be published.

Other Duties

- Collaborating with Prospera business counseling staff to assist clients.
- Participate in Prospera staff meeting and other important events
- Maintain administrative processes and procedures, and duties as assigned.

Work Conditions:

The work week is Monday - Friday 8:30 am to 5:00 pm, with some variability depending on workload and events. Standing, lifting and some moderate physical requirements (ability to lift 50 lbs.) are necessary along with a personal vehicle, valid driver's license and proof of insurance is required for work travel. This is an "in office" position based in Bozeman, MT.

To Apply:

Email a cover letter, resume, and three professional references. The cover letter will be considered a writing sample in addition to serving as a personal introduction.

E-mail your application with "Business Lending Manager" in the subject line to: cmurray@prosperamt.org

Applications will be reviewed for immediate hiring. Position in open until filled.