



Southern Dallas Development Corporation, a subsidiary of PeopleFund

Available Position | Loan Officer

Company Background

Southern Dallas Development Corporation is a subsidiary of PeopleFund. PeopleFund creates economic opportunity and financial stability for underserved people by providing access to capital, education and resources to build healthy small businesses. PeopleFund believes that healthy small business growth is the key to economic recovery and development and that every person, no matter their background or economic situation, has the ability to become a successful entrepreneur and job creator given access to resources they need. Our goal is to give people the opportunity to turn their talents into a sustainable livelihood and achieve financial stability for themselves and their families. We inspire, educate, fund, and elevate clients on the path to prosperity and the American Dream.

Summary

This position's primary role is assisting small business owners with their financing needs. Reports directly to the Director of Lending. The Loan officer will oversee the loan intake process, including prescreening client eligibility, reviewing loan applications, conducting credit analysis, and preparing loan packages.

Responsibilities

- 🌱 Generates loan volume through building relationships with the Southern Dallas community, partner organizations, bankers, accountants and other creative techniques.
- 🌱 Makes loans to businesses in DFW MSA that meet Goldman Sachs 10KSB criteria of 1 year in business and sales of at least \$75,000 annually.
- 🌱 Generating new clients within PeopleFund's target markets that have a positive economic impact.
- 🌱 Evaluates best ways to reach out to prospective clients in target market communities.
- 🌱 Analyzes loan requests based on need, impact and financial viability.
- 🌱 Screen potential clients and educate them about our loan process.
- 🌱 Assist start-ups, established small businesses and nonprofit clients in preparation for a loan.
- 🌱 Structure loans that have a positive impact in Texas' lower-income communities.
- 🌱 Performs annual monitoring visits of PeopleFund clients and makes phone calls to delinquent clients.
- 🌱 Ensure loan requests are properly assigned to underwriter and that deals move expediently through the process.
- 🌱 Evaluate prospective clients for loan eligibility; gather necessary documentation, package loans according to corporate guidance.
- 🌱 Identify and support technical assistance, education and training needs of clients.
- 🌱 Maintain routine contact with loan prospects and existing clients.
- 🌱 Screen potential clients and educate them about our loan process.
- 🌱 Follow up with clients to maintain and strengthen the relationship.
- 🌱 Other responsibilities include community outreach, collections, passing on loan capital and grant opportunities to corporate staff for actions.
- 🌱 Attend and participate in lending events in support of PeopleFund's mission.
- 🌱 All other duties as assigned.

Compensation | Salary DOE and benefit options available including medical, vision, dental, life and 401k match.

How to Apply | Please email a cover letter, resume and salary requirements to Rocio Vallejo, Director of Lending at rocio@peoplefund.org. No calls please.