

**Title:** Loan Officer

**Position Location:** Lubbock and Laredo (multiple positions available)

**Company Background**

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 small business growth is the key to economic recovery and development. We believe every person, no matter their background or economic situation, has the ability to become a successful entrepreneur 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.

**Job Description**

This position's primary role is to assist entrepreneurs with their financing needs. The Loan Officer will develop key relationships to support small business owners, oversee the loan application process, determine client eligibility, review loan applications for completion, conducts credit analysis, and prepares loan packages for submission to underwriting. Reports directly to the Director of Lending.

**Primary Tasks**

- Generates loan volume through building relationships with the community, partner organizations, bankers, accountants & other creative techniques in collaboration with small business support organizations.
- Generates new clients & partnerships with support organizations that have a positive economic impact in support of PeopleFund's target market.
- Evaluate best ways to reach out to prospective clients.
- Analyze loan requests based on need, impact & financial viability.
- Screen potential clients and educate them about the loan process.
- Assist start-ups, established small businesses and nonprofits in preparation for a loan.
- Submit loans that have a positive impact in Texas' lower-income communities.
- Meet minimum loan volume/production requirements.
- Conduct annual visits to PeopleFund clients & makes phone calls to delinquent clients.
- Ensure loan requests are properly assigned to an underwriter & that deals move expediently through the process.
- Identify technical assistance, education & training needs of existing & prospective clients.
- Maintain routine contact with loan prospects & existing clients.
- Follow up with clients to maintain & strengthen the relationship.
- Other responsibilities include community outreach, collections, passing on loan capital & grant opportunities to corporate staff for action.
- Attend & participate in lending events in support of PeopleFund's mission.
- Perform other tasks as needed.

**Requirements**

- Bachelor's degree or relevant work experience.
- Minimum of three years of lending or related financial services experience.
- Strong communication skills & positive, team focused approach.
- Spanish preferred, but not required.
- Travel required up to 75% of the time.
- Available to attend events or programs outside the Monday-Friday work week as needed.

**Compensation:** Salary DOE & benefit options available including health, vision, dental, 401k match & life insurance.

**How to Apply:** Email a cover letter, resume and salary requirements to the Director of Lending, Jemerell Rogers, [jrogers@peoplefund.org](mailto:jrogers@peoplefund.org). **No phone calls please.** PeopleFund is an equal employment opportunity employer functioning under an Affirmative Action Plan.