

JOB DESCRIPTION:

The Regional Lending Manager of Dallas, Fort Worth and Lubbock, is responsible for supervising and training loan officers in the respective offices. The Regional Lending Manager reviews the Loan Officers loans submitted to the underwriting queue for completeness and errors and assists the loan officer throughout the loan process. The position is also responsible for the overall regions loan portfolio and periodic visits to existing clients. This position is also responsible for establishing partner connections throughout the respective footprint by attending meetings, speaking at events and coming up with creative ways to increase the pipeline of the Dallas, Fort Worth and Lubbock offices of PeopleFund. Reports directly to the Director of Lending.

JOB DUTIES:

- Train loan officer on how to generate loan volume through building relationships with the community, partner organizations, bankers, accountants & other creative techniques.
- Assist loan officers on how to generate and manage their pipelines and develop partnerships with support organizations that have a positive economic impact in Texas lower income communities.
- Assist Director of Sales and Loan Officers in the creation and analysis of sales and pipeline reports to evaluate the performance and provide constructive feedback to loan officers.
- Ensure that offices meet their loan production goals on a monthly basis.
- Assist loan officer in analyzing loan requests based on need, impact & financial viability. Ensure that organizational resources are put to work with those that need them the most.
- Guide loan officers to properly screen potential clients and educate them about the loan process.
- Seek and propose ways to make the loan process more efficient and effective.
- Adhere to PeopleFund core values of Integrity, Service, and Excellence.
- Perform in a manner that will enhance the professional reputation of PeopleFund.
- Train loan officers on how to submit complete loan application packages
- Ensure loan requests are properly assigned to an underwriter & that deals move expediently to ensure the best customer experience.
- Identify technical assistance, education & training needs of existing & prospective clients.
- Ensure that loan officers maintain routine contact with loan prospects & existing clients.
- Ensure that the loan officer follows up with clients to maintain & strengthen the relationship.
- Other responsibilities may include assisting Director of Lending and CEO with community outreach, collections, media, loan capital & grant opportunities.
- Guide loan officers to be able to identify SBA 504 source leads.
- From time to time, meet with clients providing support to lending and training functions.
- Meet with potential partner organizations to expand PeopleFund mission.
- Travel required up to 50% of the time.
- Perform other tasks as needed

Spanish speaking preferred

EMPLOYEE BENEFIT TERMS:

- Health, dental and vision coverage available. Employer pays up to 100% for employee only.
- Employee Assistance Program available for employee assistance.
- Flexible Spending Account (FSA) and Health Savings Account (HSA) available for qualifying medical plans and expenses.
- Dependent Child Care Spending Account available to employees who qualify.
- Employer paid life insurance with option for Employee to pay for additional coverage.
- 401(K) retirement plan- Employee enrollment available after approximately 6-months of service. Employer pays 50% match not to exceed 4% of salary. For example, if Employee contributes 8%, Employer contributes 4%.
- Monthly cell phone allowance \$50.00 - if configured and used to receive and send PeopleFund calls and emails on a personal device. This allowance will not apply for employees who are issued company cell phones.

STANDARD TERMS OF EMPLOYMENT:

- Work week time of 9:00am to 6:00pm, Monday through Friday.
- Required professional reference and criminal background check.
- Required credit check and DMV driver record check.
- 120-Day Probationary Period.