



## POSITION DESCRIPTION

### Loan Officer

<b>Employer:</b>	Ohio Statewide Development Corporation
<b>Job Title:</b>	Loan Officer
<b>Work Hours:</b>	Full-Time; Flexible hours can be arranged
<b>Salary:</b>	\$70,000 - \$80,000 + bonus for loan production
<b>Reports to:</b>	Executive Director
<b>Location:</b>	1650 Lake Shore Drive, Suite 240, Columbus, OH 43204
<b>Benefits:</b>	SIMPLE IRA Retirement Plan with 3% employer match; Cell Phone and Mileage Reimbursement; Medical, Dental, & Vision insurance; Paid Time Off

**Overview:** Small business commercial real estate and equipment lending, in partnership with private lenders, utilizing the public sector financing programs—specifically the U.S. Small Business Administration 504 Loan Program and the Ohio 166 Regional Loan Program.

### Job Duties:

- Market OSDC loan programs to banks, businesses, and business professional advisors
- Interview, guide, and advise businesses through loan application/approval and closing process
- Conduct program eligibility review/underwriting and feasibility analysis for potential loans
- Provide written and oral presentation of loan request to OSDC Board of Directors
- Develop and maintain in-depth knowledge of loan program guidelines and regulations
- Prepare and facilitate approval of loan applications
- Assist in loan closings that may include the collection, preparation and execution of loan documentation
- Assist in loan servicing that may include annual loan review, review and processing of modifications to collateral and loan terms, negotiation of loan workouts
- Develop and maintain knowledge of local, state and federal loan programs to maximize coordination with OSDC programs and better serve small business borrowers

### Qualifications:

- Bachelor's degree & completion of core coursework in finance, accounting, economics, business administration, or related field
- Experience in analyzing business financial statements
- Superior written & verbal communication skills. Experience writing credit memos preferred.
- PC proficiency in word processing, database, and spreadsheet software.
- Experience in processing commercial loans preferred
- Knowledge and experience of economic development programs preferred
- Driver's license required

Submit resume with letter of interest to Katie Kramer, Executive Director, at [kkramer@osdc.net](mailto:kkramer@osdc.net).