

## Business Loan Officer Job Description

Bridgeway Capital ([www.bridgewaycapital.org](http://www.bridgewaycapital.org)), located in Pittsburgh, Pa., provides capital and education to small businesses and other organizations to ignite growth, expand entrepreneurial capacity, and sustain vital services in western Pennsylvania. A nonprofit organization founded in 1990, Bridgeway Capital serves 15 counties and manages more than \$55 million. Since inception it has placed more than 670 loans for \$72 million, which has supported nearly \$270 million in additional investment. It is a market-driven, private sector financial intermediary with a social mission. Bridgeway Capital is a Certified Development Company (CDC) under the SBA 504 program, and is also certified as a Community Development Financial Institution (CDFI) by the U.S. Treasury Department. Bridgeway Capital works just outside the margins of mainstream finance to provide opportunities and access to capital, helping to make western Pennsylvania a thriving region for all.

Bridgeway Capital is seeking an experienced Business Loan Officer to increase loan volume and expand impact.

### Responsibilities

The Business Loan Officer will develop and strengthen the loan referral network, using leads to achieve loan goals. The Loan Officer will be responsible for exploring and pursuing new markets for loan products, analyzing loan requests and preparing written evaluations and recommendations for approvals, as well as coordinating the loan closings, ensuring that documents are properly prepared and executed. He/she will sustain productive relationships with borrowers and assist with problem loans. In addition, the Business Loan Officer will arrange for and coordinate technical assistance to existing and prospective borrowers to help them improve their current operations and/or future business plans.

### Qualifications

- Minimum of 4 years experience as a business banker or commercial loan officer at a bank, economic development organization or a community development financial institution.
- Proven business development skills.
- Proven track record of superior financial sales performance.
- Previous experience working with credit risk analysis and loan underwriting.
- Strong verbal and written communication and presentation skills.
- College degree in business, finance, accounting or a related field.
- Capacity to work independently and motivation to achieve goals with minimal supervision.
- Ability to participate productively as part of a team.
- Commitment to the work of nonprofit organizations and making a positive impact in the community.

### Compensation

Competitive salary based on experience. Comprehensive benefit package includes health, dental, vision, life and disability insurance, retirement plan and flexible spending accounts.

Bridgeway Capital is an Equal Opportunity Employer.