

LOAN OFFICER JOB ANNOUNCEMENT

The Position:

First District Association of Local Governments with an office in Watertown, SD, is seeking an energetic, results-oriented individual for the position of Loan Officer. Reporting to the Executive Vice President, the Loan Officer will be responsible for identifying, originating and closing loans for First District Development Company's SBA 504 Program and other loan funds. Travel, primarily throughout eastern South Dakota and during regular business hours, will be required as workload dictates. Successful candidates will be adaptive problem solvers with a demonstrated commitment and knowledge of economic and community development.

Responsibilities:

- Cultivate and maintain relationships with lenders, small business owners, State and Federal agency representatives, and community and economic development groups. Provide high-quality external relationship management. Attend conferences and local networking events.
- Promote increased visibility of the loan programs. Seek out opportunities to educate partners about the loan programs. Speak to community and service groups.
- Prepare and compile new customer applications. Evaluate customer needs and offer appropriate advice and referrals.
- Conduct necessary due diligence of projects, including facilitating and reviewing appraisals, contracts of sale, title and environmental assessment reports and borrower financials.
- Prepare and present loan recommendation memos for board and committee approvals.
- Work with other staff, legal counsel, and agency representatives to close and disburse loans.
- Maintain confidentiality at all times.
- Assist the Executive Vice President in amendments and adherence to loan program policies and procedures.
- Assist in the management and service of loan portfolios through specified loan management software.

Qualifications:

- Associate's degree required; Bachelor's degree preferred. Additional experience may substitute for education.
- Minimum of 1 year of experience in the areas of finance, business, accounting, economics, law, or related field.
- The ability to work independently, as well as part of a team.
- Excellent verbal and written communication skills.
- Strong analytical, interpersonal, and presentation skills.
- Demonstrated skills using Microsoft Office.
- Demonstrated experience at managing multiple assignments effectively.
- Candidates must be able to take initiative and pursue program goals with minimal supervision.

Salary and benefits:

Competitive compensation package based on skills and experience. Health, Life, and Dental insurance offered. South Dakota Retirement System. Vacation and Sick Leave.