

BUSINESS DEVELOPMENT OFFICER

Reports to: Vice President and Senior Business Services Officer
Department: Business Lending
Classification: Exempt
Date: January 2021

Primary Position Objective:

This sales position is responsible for identifying, sourcing, and developing business lending prospects. Drives the sale of business loans through our owner credit unions. This position requires time outside the office for developing leads and referrals.

Essential Functions:

Calls on potential or existing customers to develop new business and increase or retain existing business. Responsible for the origination, processing and servicing of a variety of commercial loans for new and existing members. Interviews applicants to develop information concerning their business, needs, abilities, and earnings to determine if a loan may be an acceptable risk. Maximize credit union profitability through appropriate pricing of loans. Visits plants or company sites as required. Supports the credit union's strong relationship member culture through appropriate member credit union communication. Maintain an awareness of competitive products, practices, and pricing reflecting changes in the assigned market area.

Duties and Responsibilities:

1. Sources prospects and develops new potential borrowers.
2. Develops strategies to identify prospects and follow up on sales leads in order to achieve sales results and meet established goals.
3. Maintains and expands referral sources through regular networking.
4. Maintains frequent contact with targeted member base to expand member relationships, ensure member retention and meet financial goals and objectives.
5. Establishes and maintains thorough prospect files, sales and customer data.
6. Makes sales calls on prospective clients to identify needs and recommend appropriate products and services.
7. Takes business loan applications from prospective borrowers and refers completed applications to Credit Department.
8. Administers in a prudent and conservative fashion the risk in his/her assigned portfolio, properly risk rating the portfolio and directing attention to issues/concerns.
9. Monitor the creditworthiness of their customer portfolios.
10. Maintains proper customer information relative to loans.
11. Maintains public relations outside the CUSO. Maintains close contact with prospects and community organizations.
12. Performs other duties assigned.

Essential Preparation and Training:

Education: Bachelor's degree or Graduate Level in Business Administration, Finance, Accounting or another related field

Experience: A minimum of four years Credit Analyst and Loan Officer experience in the Commercial Lending arena

: A minimum of two years as a Lending Officer with experience in Commercial and Industrial and/or Commercial Real Estate Lending

Requirements:

Physically, the individual will be spending most of their workday sitting at a desk with rare instances of bending, stooping, carrying and/or lifting objects weighing less than 15 pounds. Mentally the individual needs the ability to understand, remember, apply oral and/or written instructions or other information, communicate routine and factual information, and to collaborate and explore alternative solutions. They should possess the ability to organize thoughts and ideas into understandable terminology and prioritize their own work schedule on a short-term basis. It is necessary that they can apply common sense in performing their job and make decisions which have an impact on their work. They need to be able to understand and follow basic instructions and guidelines, complete routine forms, use existing form letters and/or conduct routine oral communication, compose letters, outlines, memoranda, basic reports, and utilize a telephone with the ability to hear and speak effectively on the phone. The individual further requires the ability to express or exchange ideas by means of the spoken word, make informal presentations, and compose materials such as reports. Mathematically the individual needs the ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy as well as compute, analyze, and interpret numerical data for reporting purposes.