



IDENTIFYING INFORMATION

JOB TITLE	Loan Officer	FLSA STATUS	Non-Exempt
JOB CODE	SCC 011	FT/PT	FT
PAY RANGE	\$61,000-\$90,000 annually	TEMP/REG	Regular
SUPERVISOR	SCC 001 Executive Director	REVISED	10/2024

ORGANIZATION SUMMARY

Shared Capital Cooperative is a national CDFI loan fund specialized in financing cooperative enterprises. With a successful 45-year track record of financing consumer, small producer, housing, and worker-owned cooperatives, Shared Capital’s mission is to build a just, equitable, and democratic economy by investing in cooperative enterprises. Shared Capital is a cooperative association that is democratically owned and governed by 300 cooperatives throughout the US.

POSITION SUMMARY

This position is responsible for originating and underwriting small business and commercial real estate loans to cooperatives; for providing service, technical assistance, and resources to borrowers; and to provide staff, committee, and board members with accurate and timely borrower data for decision making regarding loan-related actions. To perform this job successfully, you must be able to carry out each job function satisfactorily.

POSITION RESPONSIBILITIES

Assist startup and expanding cooperative businesses gain access to needed capital by:

- Underwriting loans to cooperative businesses.
- Delivering technical assistance and advice to cooperative organizers, managers, board members, to help them plan for and support their long-term business success.
- Appropriately structuring loans, negotiating terms, and coordinating with local and national lending partners, including banks, credit unions, and other CDFIs.

Growing Shared Capital’s loan portfolio while managing its risk of loan loss by:

- Conducting due diligence and credit analysis on potential borrowers during the underwriting process and preparing credit memos to present recommendations to staff lending team, loan committee, and board of directors.
- Cultivating and developing lending opportunities to meet lending and impact goals through outreach and engagement of members, prospects, cooperative developers, and partners.
- Monitoring the performance of borrowers, tracking financial performance and compliance.
- When needed, managing workouts, defaults, dissolution, and/or bankruptcy to support the success of the business, where possible, and to ensure the repayment of loans.

Keep customer satisfaction and retention at high levels by:

- Maintaining a high-touch and personalized relationship with prospective borrowers throughout the loan application and borrowing process.

Contribute to Shared Capital’s positive reputation in the marketplace by:

- Representing Shared Capital and making public presentations about the organization, cooperative lending, and finance at regional and national events and conferences.
- Developing and delivering engaging and effective workshops and presentations.

POSITION REQUIREMENTS

We acknowledge that no candidate will meet every requirement. The following are lists of attributes that we value and consider when evaluating candidates for this position. If you may be a good fit, we encourage you to apply, even if your background doesn't meet all criteria listed below.

Education and Experience:

- Advanced education in a finance, business, management, public policy, or banking discipline is valued.
- Three years of experience in small business or commercial lending, especially with a CDFI or similar; and/or three years of experience in cooperative or small business operations and management.
- Experience with a CDFI loan fund is preferred, but not necessary.
- Or a combination of equivalent relevant experience, education, and training.

Characteristics, Knowledge, Skills, and Abilities:

- Ability to model behavior consistent with the cooperative's mission, and to adhere to high standards.
- Strong financial aptitude and financial analysis skills.
- Ability to work effectively and build respectful relationships with people of diverse cultures and backgrounds.
- Ability to be self-directed, effectively organize priorities, and manage multiple projects.
- Collaborative and committed to working as a part of a team.
- Excellent verbal and written communication skills.
- Knowledge of cooperative business models.
- Willingness and ability to travel regularly.
- Spanish language proficiency a plus.
- Exceptional customer service and interpersonal skills.
- Knowledge of, and ability to use computer and other technical resources to effectively accomplish work; advanced skill in Microsoft suite of products is essential; experience with lending and investing software is important; experience with TEA is ideal.
- Commitment to social and economic equity and justice, and to the mission and values of the cooperative.

Licenses and/or Certifications:

None required.

WORKING CONDITIONS AND ENVIRONMENT

Shared Capital is located in an accessible and smoke-free multi-use office building in an urban setting. This position typically works normal business hours but may occasionally include evening and weekend hours. Some of the functions of this position may occasionally be performed remotely, subject to prior approval by the position's supervisor.

Shared Capital Cooperative is an Equal Opportunity Employer. We make employment decisions based on merit, competence, performance, and business needs. We celebrate difference. We're committed to building a diverse and inclusive organization and recognize the fact that our different cultures, backgrounds, perspectives, and ways of being strengthen our organization, as well as our communities. We don't discriminate on the basis of race, color, creed, religion or belief, national origin, political affiliation, age, marital, civil union or domestic partnership status, disability, public assistance status, prior convictions, personal credit score, past or present military service status, family medical history or genetic information, family or parental status, sexual orientation, gender identity, or gender expression. We desire a diverse pool of applicants and encourage applications from women, people of color, LGBTQ, and immigrant communities.

All employees of the organization are expected to work effectively in a mission-driven organization whose clients and staff exhibit significant diversity with respect to race, ethnicity, gender identity, sexual orientation, familial status, socio-economic status, nationality, and religion.

The above statements are not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Mental/Motor, Physical & Environmental Demands Analysis

Demand Codes

- Minimal (M):** Minimal - Very atypical of the job, may occur under special circumstances.
Occasional (O): Occurs once in awhile on an intermittent basis, up to 5%; up to 2 hours/week.
Somewhat Regular (SR): Occurs on a regular basis, typical of the job, 6-25%; up to 2 hours/day.
Frequent (F): Occurs on an ongoing, reoccurring basis, 26-60%; 2-5 hours/day.
Consistent (C): Occurs on a consistent basis, over 60%; over 5-hours/day.

Motor/Mental Ability	M	O	SR	F	C	Physical Demands	M	O	SR	F	C
Mathematics					X	Sitting				X	
Reading					X	Standing				X	
Writing					X	Walking			X		
Reasoning					X	Push/Pull (up to 20 lbs)		X			
Problem Solving					X	Push/Pull (21-50 lbs)	X				
Attentiveness					X	Push/Pull (51-100 lbs)	X				
Work Supervision					X	Bending at Waist			X		
Guidance					X	Twisting Upper Body		X			
Self-Governance					X	Lift (up to 10 lbs)			X		
Social Interaction					X	Lift (11-25 lbs)		X			
Speed/Time					X	Lift (26-50 lbs)	X				
						Lift (51-100 lbs)	X				
Environment	M	O	SR	F	C	Wrist Twist				X	
Works with Others				X		Climbing	X				
Works Alone				X		Balancing	X				
Customer Contact				X		Stooping/Crouching			X		
Shift Work	X					Kneeling		X			
Extended Day			X			Crawling	X				
Extreme Hot	X					Reaching			X		
Extreme Cold	X					Handling/Grasping			X		
Extreme Noise	X					Fingering					X
Confined Area		X				Feeling	X				
High Places	X					Talking					X
Work Indoors					X	Hearing					X
Work Outdoors	X					Seeing					X
Mechanical		X				Depth Perception		X			
Electrical Hazards	X					Color Vision		X			
Explosive Material	X					Field of Vision		X			
Fumes	X					Smelling	X				
Gases	X					Driving		X			