

Lakota Funds

Job Description Loan Officer

Reports to: Executive Director

Job Level: Exempt

Supervises: NA

Hours: Full time

Location: Lakota Funds office in Kyle, South Dakota

ORGANIZATION DESCRIPTION

Lakota Funds is a nonprofit Native community development financial institution working to provide economic sustainability on the Pine Ridge Reservation and geographic service area through business loans, technical assistance, and wealth building education for families and businesses.

POSITION SUMMARY:

The Loan Officer is responsible for underwriting, structuring, originating, closing, servicing and monitoring of loans in accordance with Lakota Funds' Loan Policy. The Loan Office also provides business technical assistance to business owners and entrepreneurs, regardless of whether they will apply for a loan. The Loan Officer's tasks are undertaken to meet loan portfolio goals, satisfy lending and portfolio management policies, and minimize legal and financial risk to the organization. The position works closely with the Executive Director, the Loan Committee, the Board of Directors, and outside lenders to support the organization's operations, growth, and mission.

DUTIES AND RESPONSIBILITIES:

Responsibilities include, but are not limited to:

Lending activities:

- Respond to loan inquiries in a timely, responsive, and respectful manner.
- Conduct due diligence, including a detailed financial analysis, on loan requests and prepare credit memos and recommendations under established Loan Policy guidelines.
- Coordinate and conduct timely loan closings, to include negotiating terms, preparing commitment letters, reviewing due diligence items, and ordering and reviewing loan documents and disbursements.
- Maintain credit quality by monitoring borrower compliance with loan covenants and repayments, analyzing financial statements and other borrower reports, making site visits and collateral inspections as needed, and conducting risk rating under Lakota Funds' established Loan Policy.
- Implement collections, write-off, and recovery activities as needed to minimize losses.
- Participate in information sessions and other marketing activities including meeting with potential referral sources.
- Maintain current borrower information in TEA and the loan files.
- Work with Finance Director to ensure electronic loan payments are received and posted, and batching payments are completed in a timely manner.

Business Technical Assistance

- Respond to technical assistance inquiries in a timely, responsive, and respectful manner.
- Deliver group business training, marketing presentations, and community outreach, including meeting with potential referral sources.
- Actively seek out and share information about current economic and business trends,

government regulations, and accounting procedures impacting borrowers and other entrepreneurs.

- Provide accurate and timely reporting on individual technical assistance and group training activity.
- Solicit evaluations and feedback on training and technical assistance provided and participate, with the Executive Director and other staff, in revising curriculum and presentations as needed.

Internal and External Relations

- Develop and maintain positive relationships with banks, CDFIs, lending partners, educational institutions, technical assistance providers, and community collaborators to further Lakota Funds' mission and purpose.
- Coordinate with other loan officers and coaches to exchange information and referrals for other Lakota Funds services.
- Maintain Lakota Funds' positive national, regional, and local presence by attending meetings, trainings, and seminars.
- Participate in strategic planning, budget and proposal development, new employee orientation, and other organizational activities.
- Participate in organizational, departmental, and outside training and educational opportunities to increase and improve skills.
- Perform specific tasks assigned in the Lakota Funds Accounting Manual, facilitate internal controls, and in all ways contribute to quality asset and fiscal management.
- Additional job-related duties assigned by the Executive Director.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- Associates Degree (Bachelor's Degree preferred)
- At least two years experience in lending
- Strong financial skill, with demonstrated understanding of small business management, financial statements, and business planning and ability to prepare clear, accurate, and well-organized written and financial reports
- Understanding of lending and small business operations, with a working knowledge of the financial and marketing challenges that small business owners experience
- Familiarity and understanding of American Indian reservation communities and tribal government and Community Development Financial Institutions
- Demonstrated ability to develop and maintain positive relationships with people from varied cultural, economic, and educational backgrounds.
- Capacity to prioritize and manage multiple responsibilities while ensuring credit quality and exceptional customer service.
- Demonstrated commitment to community development, low-income communities, and the Pine Ridge and Rosebud Reservations.
- Proficiency in commonly-used software programs, including Excel and Word, email and Internet, and a willingness to improve computer skills.

Signature and Date of Review: _____