



JOB OPENING **January 14, 2021**

MBAC Loan Officer

Montana Business Assistance Connection, Inc. (“MBAC”) is a private non-profit organization based in Helena, Montana. Its loan program is charged with advancing and supporting economic and community development lending activities throughout Central Montana; and alternative energy lending activities throughout Montana.

Position Summary

The MBAC Loan Officer is a full-time position that will report to and assist the MBAC Director of Lending with promoting, managing and growing a commercial and alternative energy loan portfolio Using revolving loan funds (“RLF”) comprised of federal, state, county, city and private funding sources. The position works with the MBAC team and partners with area financial institutions to deploy RLF funds and assist borrowers throughout primarily Lewis and Clark, Broadwater, Meagher and N. Jefferson counties in Montana.

The position helps the MBAC Director of Lending with the fulfillment of MBAC’s contract with the Montana Department of Environmental Quality to manage the lending function of its *Alternative Energy Revolving Loan Program*; which originates and services loans for the purchase and installation of solar, geo-thermal, wind, biomass and micro-hydro energy projects to individuals, businesses, non-profits and government organizations throughout Montana.

The position provides professional business development, succession planning, consulting and financial analysis services to new, existing or relocating businesses. The position creates financing packages from multiple funding sources to best meet the needs of all parties and enable the creation of new business loans and opportunities to meet economic and community needs along with MBAC financial goals; with an emphasis on job creation and retention; plus maximum leverage of all available resources.

Desired Job Skills

- Be able to work independently, collaboratively and efficiently to expand the MBAC RLF.
- Be able to organize and manage workflow with MBAC staff to meet goals and reporting requirements.
- Demonstrate strong interpersonal skills building positive and productive working relationships at MBAC and with lending institutions, clients, funders and community leaders.
- Be organized and detail oriented when conducting due diligence, financial analysis, developing loan presentations, underwriting, preparing loan closing documentation and participating in ongoing loan servicing.
- Be patient, thoughtful and resourceful when thinking through challenges and making decisions.
- Have the ability to assess the personal character of individual clients.
- Have the ability to assess the value of loan collateral, with or without a third party opinion.

Qualifications

- A Bachelor's degree in finance, accounting or business administration is preferred.
- Acceptable experience in-lieu of or in addition to education would be a minimum of 4-years of commercial lending experience including formal training in business finance and financial statement analysis.
- Knowledge of commercial lending rules, regulations and practices, including assessment of sound business plans and business accounting systems, along with analysis of financial statements to gauge business performance including capacity to repay debt, adequate capitalization, plus assess personal character, evaluate market conditions, management practices, marketing strategies and collateral valuation.
- Knowledge of consumer lending rules, regulations, practices, and underwriting, including ECOA, Reg Z, and Reg B; with emphasis on subordinate liens on residential and commercial real estate.
- Professional communication skills, both verbally and written with the ability to articulate complex, accurate information to co-workers, MBAC membership, clients, funders, other lending professionals and loan participants.
- Proficient computer skills to utilize loan portfolio management, word processing, loan documentation software and other general loan office technology.
- Knowledge of collateral lien laws and procedures, including the ability to properly attach, perfect and demonstrate lien positions on various types of collateral such as residential and commercial real estate, accounts/contract rights, inventory, equipment, fixtures, liquor license, titled rolling stock and other assets.

Loan Origination, Loan Servicing and Reporting

- Develop and maintain a new loan pipeline both internally and with banks and other referral sources; fostering and supporting collaborative loan opportunities.
- Develop and prepare loan presentations for discussion and decision making by the MBAC Loan Review Committee and Board of Directors.
- Organize and manage the decision making process for all loan requests, including properly noticed public or private meetings.
- Keep and maintain a record of meetings and loan approval/denial decisions.
- Using commitment letters, clearly communicate the terms and conditions of each new loan to ensure receipt of the necessary information for efficient and accurate preparation of loan documents.
- Prepare all loan closing documents and schedule loan closings, coordinating with bank partners, title companies and funding sources.
- Accurately apply loan payments and calculate loan payoffs to ensure complete and accurate records are kept for both print and digital loan file maintenance.
- Provide original loan documentation security, properly record and file liens in the public record, and conduct follow-up for collateral insurance and other loan servicing requirements.
- Assist with applications for loan funds from USDA, EDA, SBA, Montana Department of Commerce, Montana Board of Investments, County and City Governments, financial institutions and other funding sources to maintain and build MBAC lending capacity.
- Plan and implement detailed RLF reporting with the MBAC Office Manager and other staff, to ensure all print and on-line reporting is completed.
- Ensure compliance with MBAC loan agreements, sub-recipient agreements and contracts.
- Other duties as assigned.

Work Conditions

MBAC has a collaborative work environment that is positive, productive and demanding. Occasional travel is required.

Compensation

The position is a full-time salaried exempt position. Salary range is \$50,000 to \$65,000 depending upon qualifications and experience. Benefits include: 10 paid days off, 10 paid holidays, health, dental and vision insurance, a Simple IRA with 3.0% match; and potential scholarships for future professional development or pertinent education.

To Apply

Please apply for this position by providing a cover letter, resume and three professional references.

Mail or e-mail your application materials to:

Rebekah Dupre
MBAC
225 Cruse Avenue, Suite D
Helena, MT 59601
rdupre@mbac.biz

Timeline

Applications will be accepted through **Friday, January 29, 2021**, but the position is open until filled.