



**Position:** Lending Officer  
**Reports to:** Director of Lending  
**Location:** Remote with preference for CA residents or those with past experience in CA  
**Position Type:** Full-time, Exempt  
**Start Date:** April 2024

Working Solutions CDFI ([www.workingsolutions.org](http://www.workingsolutions.org)) is a certified, nonprofit Community Development Financial Institution (CDFI). As the *First to Believe in Small Business*, Working Solutions (WS) makes affordable capital—primarily loans of \$5,000-\$100,000—available to start-up and early-stage entrepreneurs and provides business consulting in conjunction with every loan. WS is committed to connecting with communities that have historically not had access to capital and places an additional priority on serving lower-income individuals, women, and entrepreneurs of color.

Acutely focused on strong social impact, WS mapped out an ambitious five-year strategic plan in 2019 to reach \$50MM in capital deployed to small businesses by 2024. WS recently met this goal ahead of schedule, connecting more than 3,000 local entrepreneurs to critical capital and consulting along the way. Headquartered in San Francisco and lending in the Bay Area since 2005, WS expanded its footprint in 2022 to 19 counties throughout Northern California, encompassing more than 20,000 square miles and an estimated 2 million entrepreneurs.

As a continuously learning organization, WS has made significant investments in its team and operations to improve the entrepreneur experience. WS' financial and impact successes and local and national visibility speak to its commitment to core markets, staff, and excellence in getting the job done. WS is looking for community-minded change makers committed to being part of this small but mighty industry leader to grow loan deployment volume and set new sights for the years ahead. Come be a part of this vision!

#### **Position Overview:**

The Lending Team is responsible for converting applications into successfully funded loans. As such, the team must fully understand the loan products offered by Working Solutions and the conditions that are necessary for applicants to qualify successfully. The Lending Officer will be responsible for: (1) verifying required documents and packaging loan applications; (2) underwriting loan applications and providing timely feedback and recommendations; and (3) finalizing loans through a comprehensive closing process. Additionally, each Lending Officer also provides support with day-to-day operations of the Lending Team as needed.

#### **Key Duties:**

- Review new applications and provide feedback and technical assistance to prospective borrowers.
- Analyze loan documents to verify eligibility.
- Perform credit analyses and determine repayment probability using risk management matrices.
- Analyze completed application packages, conduct due diligence and financial analysis, and draft credit memoranda.
- Verify that documents in loan files—such as credit reports, loan applications, and financial statements—are complete, current, and accurate.

- Present loan recommendations to the Director of Lending, Chief Lending Officer, and/or Executive Team as needed.
- Prioritize and track the loan underwriting process in order to meet deadlines and ensure timely submission of loan packages for review.
- Prepare loan closing packages, schedule and facilitate loan closings, and work with applicants on loan documentation.
- Collect and analyze loan conditions and due diligence items from approved borrowers.
- Complete contingencies with clients prior to funding.
- Review all loan applications and disclosures for discrepancies and compliance with regulatory guidelines.
- Maintain electronic files in audit-ready condition for all borrowers.
- Provide general administrative support and ad hoc project support for the Lending Team.
- Support achievement of organizational and departmental goals and outcomes.
- Provide coverage and support for other Lending Officers and Associates as needed.
- Represent the Lending Team in the community, as needed.

**Required Qualifications:**

- Commitment to social justice with work experience in nonprofit or community development, microfinance, social enterprise, and/or small business or related work.
- Bachelor's degree from four-year college or university or 4+ years of related experience and training.
- Self-starter with the ability to work independently.
- Demonstrated experience in lending, finance, or credit underwriting.
- Excellent interpersonal skills and ability to work well with diverse constituents.
- Superior analytical and organizational skills and meticulous attention to detail.
- Demonstrated experience in customer service, especially in challenging situations; the ability to be simultaneously clear, firm, and supportive is crucial.
- Demonstrates sound judgment and effective decision-making.
- Experience with data entry and tracking outputs and outcomes through Customer Relationship Management (CRM) platforms is a plus.
- Bilingual competency in Spanish or Vietnamese language highly preferred.

**Annual Salary Range:** \$80,000 to \$85,000, depending on experience

**Excellent Benefits:** Including but not limited to medical, dental, vision, 401(k), and generous holidays.

**Application Deadline:** Open until filled.

Please email resume and cover letter with the subject line "Lending Officer" to [jobs@workingsolutions.org](mailto:jobs@workingsolutions.org).

*No phone calls please.*

Working Solutions is an Equal Opportunity Employer.