

Job Description: Investment Officer

Status: Exempt

Supervisor: Investment Manager

Revised: 9/18/2024

Position Purpose:

The Investment Officer will help entrepreneurs achieve their financial goals of successful business ownership by underwriting business loans using character-based or judgment-based underwriting methods. This will be accomplished through outreach, loan-readiness assessments, and providing technical assistance during the loan application process. The ideal candidate will be driven by our mission to foster economic development and provide access to capital for small businesses and entrepreneurs who face barriers to traditional financing.

Essential Functions:

The Investment Officer is responsible for processing and underwriting loan applications, providing technical assistance to CEDS Finance clients, and supporting the loan department in all manners. This includes tracking applicants, reviewing intake forms, performing loan intakes, analyzing business plans and supporting documents, and conducting financial underwriting.

UNDERWRITING

- Evaluate and underwrite completed applications in terms of business viability, credit history, collateral, owner's contribution, and character
- Perform in-depth analysis of applicants' income, expenses, financial ratios, and collateral, to determine loan eligibility.
- Perform due diligence research including reference checks, site visits, credit checks, collateral evaluation, OFAC checks, etc.
- Present analysis and funding recommendations for approval. Document and communicate decisions to clients
- Verify completed loan applications and supporting documentation for accuracy and thoroughness
- Determine applicant eligibility for individual programs and loan products
- Identify and mitigate potential risks in the loan process and portfolio management.
- Ensure compliance with internal loan policies and external regulatory requirements during the loan approval process.
- Partner with the Portfolio Management team at closing to ensure a smooth transition to loan servicing relationships

LOAN ORIGINATION AND BUSINESS DEVELOPMENT

- Onboard potential applicants through the intake process
- Meet with applicants to discuss business and financing needs, describe lending requirements, and assess readiness
- Assemble and organize loan applications according to requirements ensuring accuracy and completeness
- Update the pipeline management system with applicant data and progress through the life of the application
- Support the development of the applicant pipeline and achievement of the organization's goals through individual outreach, event attendance, panel participation, etc.
- Foster and manage referral relationships with external organizations including local government, private lenders, nonprofits, and other referral sources

LOAN STRUCTURING

- Collaborate with applicants to structure loans that meet their financial needs while minimizing risk to the organization.
- Work with the Portfolio Management Team to prepare detailed loan documentation, including loan agreements and repayment schedules.

TECHNICAL ASSISTANCE

- Provide guidance and/or training, either in groups or one-to-one sessions, to potential borrowers on issues related to small business management, such as business startup, marketing, bookkeeping, financial strategy and/or cash flow management
- Collaborate with Business Consulting staff to provide loan readiness support to applicants based on needs

REPORT PREPARATION & SUBMISSION

- Prepare and submit required reports to Management and the Executive Director

OTHER DUTIES

- Performs other duties as assigned by the Direct Supervisor and Executive Director

CORE COMPETENCIES

- **Analytical Skills:** Ability to assess financial health, analyze loan risks, and make data-driven recommendations.
- **Problem-Solving:** Ability to find creative solutions to meet clients' needs while adhering to lending guidelines.
- **Customer-Centric Approach:** Understand and address the unique needs of clients, particularly

those from underserved communities.

- **Communication Skills:** Ability to clearly explain financial concepts in simple terms for borrowers with limited English or financial knowledge while also communicating professionally with management and external audiences.
- **Mission-Driven:** Passion for working in a mission-based environment focused on creating social and economic impact.