



LOAN OFFICER POSTION

History:

VEDIC is a non-profit corporation with the purpose of promoting economic development for businesses and entrepreneurs in Burke County and the surrounding region. The organization's primary objectives include job creation, job retention, increasing economic opportunity, and strengthening the region's business sector by providing loan funds to small businesses with VEDIC resources, as well as creating partnerships with local banks and other private sector lenders.

Purpose:

Due to the growth of the VEDIC loan program, we are seeking a new Loan Officer position that will focus on new loan production as well as managing the existing loan portfolio. We want this individual to grow with VEDIC.

Key Responsibilities:

- Takes lead responsibility for the monitoring and servicing of the loan portfolio. Manages the process for all loans including coordinating review of initial request, meeting with borrower to analyze organization and proposed project, review VEDIC's Policy and Procedures with each client, review the VEDIC application in full detail, discussing all needed documentation to complete the loan packet.
- Once the loan packet is received, the loan officer will underwrite and prepare the credit memoranda and presentation for the Loan Review Committee.
- Schedule and lead the monthly Loan Review Meetings.
- Presents loan presentations and or modifications to the Board of Directors monthly.
- Coordinates legal services for approved loans, attends loan closings and signs loan documents on behalf of the Board of Directors.
- Build strong relationships with other intermediaries and or traditional banks to assist in partnership loans. These loans may be needed to offset VEDIC's risk, the other lender's risk, or to assist in a larger loan amount outside of VEDIC guidelines.
- Maintain a good working relationship with USDA, Business Program Specialist for ongoing guidance of the loan programs currently established with Rural Development (IRP, RMAP and RBEG.)
- Ensures compliance with all applicable rules and regulations.
- Writes letters, memos, emails and any other correspondence as necessary
- Attends training as required.

- Markets loan products and services to potential borrowers and or lenders by telling the VEDIC story.
- Provides, develops, and coordinates technical assistance to clients by assisting Business Development with one-on-one counseling and in developing training resources through referrals to workshops/seminars on developing business plans, financing, marketing and other topics beneficial topics to VEDIC clients.
- Works with Executive Director for a potential restructuring/modification of problem loans.
- Performs any other tasks requested by the Executive Director for the well-being of VEDIC.

Qualifications:

- College degree in accounting, finance, or business management and or the equivalent (a seasoned banker with lending experience)
- Lending experience is required for this position. Three to five years of lending experience, retail or commercial; preferably commercial.
- Excellent time management skills
- Exceptional attention to detail, with the ability to meet critical deadlines with limited supervision
- Ability to multi-task, adapt quickly to changes and work effectively and independently to meet critical deadlines
- Grant writing skills or knowledge is a plus, but not required

Office Location:

The VEDIC office is located in Valdese, North Carolina at the Old Rock School.

Benefits and Compensation:

- Flexible work schedule
- Medical, dental, vision, accidental & life insurance
 - 100% paid by VEDIC
- Retirement
 - 3% match
- PTO – Paid Time Off
 - 25 days per year
- Holidays – 12 per year

The hiring rate for this full-time position begins at \$50,000 to be reviewed each year.

How To Apply:

To apply for this position, please email a cover letter and resume to Kerri Poteat, Executive Director at kpoteat@vedicnc.com. Please note "VEDIC Careers" in the Subject Line.

VEDIC is an Equal Opportunity Employer.

Position Closes:

This position will remain open until filled.