



## **Job Posting: Loan Readiness Center Advisor**

### **Organization: Business Impact NW**

#### **About Us:**

Business Impact NW is one of the Pacific Northwest's leading community development and business assistance nonprofit organizations. We invest in people and their communities to create economic equity, create jobs, and create wealth for entrepreneurs. An integral part of our mission is to meet the unique business education, training, and financing needs of diverse business owners. For more information about our history, mission, and services, please see our website: [www.businessimpactnw.org](http://www.businessimpactnw.org).

#### **What it's Like to Work for Business Impact NW:**

Business Impact NW works hard to serve our clients while maintaining a healthy work-life balance and a positive team-oriented atmosphere. Our strategic framework revolves around building trusted relationships, providing equal opportunity, valuing contributions, community impact, and financial stability. Our team consists of close to 50 employees, plus a corps of contractors and an engaged Board of Directors.

#### **Position Summary:**

This position will support Business Impact NW's Loan Readiness Center's programs. Loan Readiness Advisors work closely with the lending department and business training programs to support Business Impact NW's mission to increase lending to traditionally underserved business owners. This position will primarily work one-on-one with clients and include advising on funding and business finances, curriculum development, curriculum delivery, lending support, and community outreach.

When ready to apply for a loan, this position will help package the business's loan for full underwriting. From loan origination and underwriting through funding, servicing, and performance management. Further, this position will conduct outreach and engagement into underserved communities in their assigned metro area and work with our local partners to provide loan readiness services.

#### **Principle Duties and Responsibilities:**

##### **Loan Readiness Coaching (one-on-one assistance)**

- Provide general clients creditworthiness reviews and debt financing advice to clients looking to apply for a loan or other funding.
- Work with clients referred from lenders, community partners or technical assistance providers to review and finalize business plans, financial statements, projections or other documents needed for loan origination and underwriting.
- Work with clients referred from lenders, community partners or technical assistance providers to provide financial management support that may include reviewing current accounting and bookkeeping practices, assisting in preparing financial statements, budgeting, break-even analysis, credit counseling and other financial management support to improve client's creditworthiness.
- Determine client needs and prepare a plan of action in the Loan Readiness department or a combination of Business Impact NW resources.
- Work with clients ready to apply or reapply for debt financing by working closely with the loan officer throughout the loan packaging process to ensure the client is supported through each step.
- Maintaining accurate records, including tracking of all client interactions. Providing timely data reporting and documentation.
- Staying relevant in business expertise.



### **Loan Readiness & General Business Training (curriculum development and delivery)**

- Develop loan readiness training curriculum as assigned related to improving clients' access to debt financing.
- Deliver loan readiness training directly or with community partners as assigned.
- Deliver general Business Impact NW business training as requested.
- Support the Director of the Loan Readiness Center as needed.

### **Other Program Assistance**

- As assigned, assist other programs and their coaching and advising services.

### **Community Engagement**

- Develop and maintain relationships with individuals and organizations with solid community ties consistent with BIN's mission. These organizations may include, but are not limited to, community organizations & nonprofits, local credit unions, banks, Certified Development Companies, chambers of commerce.
- Attend conferences and training to maintain up-to-date knowledge of lending programs, including Small Business Administration and US Department of Agriculture.
- Attend government and community meetings (sometimes after work hours) on an as-needed basis.

### **Qualifications:**

- Ability to work independently both remotely and on site as needed. Business Impact NW has a hybrid office work environment but each candidate must be located within the preferred general geographic region. (Eastern WA - Tri-Cities, Pasco)
- Strong desire and experience working with underserved business owners and diverse communities
- Direct experience as a business owner with strong financial background or Bachelor's degree in Finance, Accounting, Economics or related field or equivalent experience.
- Minimum of two years experience in small business management, banking, CDFIs, economic development, or community development.
- Experience developing and delivering trainings and workshops
- Experience as a coach or advisor in business or finances
- Some experience with underwriting, credit analysis, and loan packaging a plus
- Knowledge of processes and procedures in small business, real estate, and commercial lending, including in credit analysis, risk and compliance management
- Ability to analyze business and personal financial statements, including balance sheets, income, and cash flow statements, as well as tax returns
- Excellent problem solving and organizational skills with the ability to handle multiple priorities while managing credit functions in a strategic and organized manner
- Strong writing, financial analysis skills and data entry
- Experience in government reporting or equivalent education
- Solid interpersonal skills with a helpful, down-to-earth demeanor
- Demonstrated commitment to economic empowerment
- Skill with Microsoft Office products
- Some travel required
- Bi-lingual preferred (Spanish or other)

### **Compensation Package:**

Salary Range: \$55,000 - \$60,000 Full Time

Generous benefits include:

- 100% paid employee medical, dental and vision plans



- Paid holidays, including all federal holidays and the week between Christmas and New Years
- Paid vacation time off
- Paid sick days
- 401(k) with employer matching
- Professional development allowance
- Commuter benefits
- Adoption assistance
- Health Savings Account
- Voluntary supplemental medical benefits: Disability, Life, and Personal Accident insurance
- Flextime

**This is a remote position with candidate preferably located in Eastern Washington**

**Priority Application Due Date: 4/15/2023**

**Preferred Start Date: 5/1/2023**

To apply please submit a resume and cover letter including answers to the below questions through job listing in Indeed [here](#) or email [jobs@businessimpactnw.org](mailto:jobs@businessimpactnw.org). Cover letters can be addressed to “Business Impact NW Hiring Team.”

What excites you about this position?

What specific financial knowledge, experience or education do you have?

What is your main strength and passion regarding working with business owners?

**Position open until filled.**

*Business Impact NW is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*