



Assistant Director Job Description

The Assistant Director is responsible for evaluating potential commercial loans for Woodlands Community Lenders and providing technical assistance to existing and prospective borrowers. This includes business development and technical assistance related to business planning, cash flow projections, determining debt capacity, seeking out viable projects, and connecting borrowers with outside technical assistance.

Loan Origination, Underwriting, and Closings

- Meeting with potential borrowers to evaluate plans and projects
- Determine bankability or readiness of the borrower, and in some cases provide technical assistance and referrals for assistance in the pre-loan stage
- Assisting borrowers in the completion of the business loan application package, which includes business plans, cash flow projections, historical business financials, personal financials, and other documents that pertain to the underwriting of the business and/or project.
- Evaluating the loan proposal for viability according to WCL Policies and Procedures. This includes, but is not limited to, calculating Loan to Value, Debt Coverage Ratio, Global Debt Coverage, and Personal Debt Ratio.
- Determining loan terms and amortization according to WCL Policies and Procedures and matching proposed loans to funding sources.
- Writing the Credit Memorandum and presenting prospective loans to the WCL Board of Directors at monthly meetings
- Gather all documentation required for loan closings, request any needed funds from appropriate sources, and close loans in cooperation with the WCL Lending Specialist.
- Enter all new loans and loan modifications into the WCL loan software.
- Maintain contacts and develop the pipeline of prospective loan applicants. This may include attending Rotary, Chamber, Development Authority, and other community meetings and offering support and technical assistance to partnering agencies.

Tracking and Reporting

- Maintain the portfolio list, which tracks jobs created or retained, square feet renovated, new businesses, low income borrowers, risk ratings, and other factors
- Assist the Executive Director, Loan Fund Manager, and Program Administrator with required reporting for organization funders.

- Assist the Loan Fund Manager with updates to the Loan Loss Reserve, based on the WCL Risk Rating Matrix.
- Maintain loan files according to the WCL file system, with assistance from the Program Administrator

Finance Packaging

- In instances where a loan request is above the WCL lending limit, work with local banks and other non-profit lenders to package financing on the borrower's behalf
- Maintain an up to date list of other financing sources, preferences, and terms and actively coordinate financing for larger projects
- Provide outreach services to local banks and other lending partners in order to receive referrals and create an environment that fosters partnership lending
- Maintain familiarity with basic underwriting principles and policies of partnering lenders

Resumes and references can be submitted to dclark@wdgwgwv.org until March 27, 2018.