

## **JOB DESCRIPTION LOAN OFFICER**

### **POSITION SUMMARY**

The Loan Officer will contribute to our Loan Program by providing underwriting, relationship & servicing support to churches, non-profits, and ministerial staff. The successful candidate will be responsible for timely cultivation and processing of loan requests while also providing loan servicing support to insure a healthy loan portfolio. The Loan Officer will report to the Chief Development Officer. This position can office out of either Hillsboro, KS, or Fresno, CA.

### **ESSENTIAL FUNCTIONS**

- Receive, analyze and process loan applications for churches, organizations and individuals. This includes collecting materials from potential borrowers, performing due diligence, and preparing loan exhibits for board action.
- Process loan closings in a timely and efficient manner including communicating with borrower and title company, reviewing title reports, and coordinating the advancement of funds.
- Proactively engage potential borrowers and guide them through loan application process. This will include written, electronic and verbal communication with potential customers.
- Manage lending relationships.
- Nationwide travel, as required.
- Manage construction payment application reviews and funding.
- Record field reports and construction site visit reports.
- Deliver excellent service externally and internally.
- Work closely with the Chief Development Officer to insure a healthy loan portfolio that consists of strong relationships, complete records and efficient processing.
- Work with other team members to further the ministry of MB Foundation.
- All other duties as assigned.

### **REQUIREMENTS**

- Bachelor's degree; preferably in business.
- Preference given to candidate with banking experience, but not required.
- Excellent organizational skills and the ability to manage and prioritize multiple projects with a collaborative mindset.
- Open to being a "Loan Officer for Jesus" mindset.
- Proficiency with Microsoft Office (Outlook, Word, Excel, PowerPoint) and an aptitude to learn customized software applications.
- Aptitude for detail work requiring completion in a timely manner with precision and accuracy.
- Ability to maintain sensitive and confidential information.
- Operate in compliance with laws and regulations, adhering to lending compliance guidelines.
- Strong interpersonal and customer service skills.
- A Christian faith commitment and loyalty to the mission of and ministries supported by the United States Conference of Mennonite Brethren Churches. Must be able to affirm the USMB Confession of Faith and have a growing commitment to Biblical stewardship.

### **APPLICATION**

To apply, please email resume to [hrdepartment@mbfoundation.com](mailto:hrdepartment@mbfoundation.com).

Visit [www.mbfoundation.com/employment](http://www.mbfoundation.com/employment) for more information and to review the USMB Confession of Faith.