



**Grow America
Business Lending Team
Commercial Loan Processor
2026**

Grow America, one of the oldest national non-profit community and economic development organizations in the country. Grow America, formerly National Development Council, was founded in 1969 with a mission of increasing the flow of capital for investment, jobs and community development to underserved urban and rural areas across the country. For additional information about Grow America, please visit <http://www.growamerica.org>.

Position: Commercial Loan Processor

The Business Lending Team oversees the deployment of loans to businesses across the U.S., supporting a range of lending products including SBA, conventional, and other credit-enhanced financing solutions. Serving the small business community for more than 50 years, Grow America (formerly NDC) is a national non profit committed to excellence and impact in the markets we serve. This position is for a Commercial Loan Processor who will play a critical role in managing loan files from application through closing, ensuring accuracy, completeness, and compliance across all lending activities.

This is an exciting opportunity for a highly organized and detail-oriented professional to support the end-to-end loan process, coordinate across internal and external stakeholders, and help deliver a seamless borrower experience. The Loan Processor will work under the supervision of the Director of Credit and collaborate closely with the Closing and Lending teams, while demonstrating strong independent judgment and ownership of their work.

As a largely remote role, this position is best suited for a self-starter who is highly organized, dependable, and able to manage multiple priorities independently while collaborating effectively across teams. The ideal candidate is proactive, solutions-oriented, and thrives in a fast-paced, flexible environment.

Candidates based in or with strong ties to key lending talent markets—particularly Ohio, Texas, Utah, New York, Washington, North Carolina, and Arizona—are strongly encouraged to apply.

Primary Responsibilities



- Manage loan files from application through closing, ensuring all required documentation is collected, complete, and compliant.
- Oversee the progression of multiple loan files simultaneously, including ordering and tracking third-party reports (e.g., appraisals, title, environmental, insurance), maintaining organized documentation, and ensuring files are fully prepared for underwriting.
- Coordinate with borrowers, lenders, credit analysts, attorneys, and third-party vendors to gather, verify, and finalize required documentation.
- Maintain organized loan files and processing checklists to support efficient workflow, audit readiness, and accurate file tracking.
- Monitor pipeline activity and drive timely loan progression by establishing, communicating, and managing timeline expectations with both internal teams and applicants.
- Identify and resolve documentation or eligibility issues, escalating as appropriate to keep transactions moving forward.
- Support the transition of approved loans to closing by ensuring all conditions are satisfied and documentation is complete.
- Maintain working knowledge of multiple loan programs, including SBA and conventional commercial lending products.
- Communicate clearly and consistently with internal and external stakeholders regarding loan status, requirements, and next steps.
- Deliver a high level of service to borrowers and partners throughout the lending process.
- Identify opportunities to improve and streamline processing workflows and systems.
- Assist, as needed, with spreading of files to include basic business and global cash flows and personal cash flows and to include collateral analysis of applications.
- Assist with Annual reviews of credit files.

Minimum Skill Requirements



- 1–3 years of experience in commercial loan processing, banking, or a related financial services role preferred; we will consider high-potential candidates with limited direct experience who demonstrate strong analytical ability, attention to detail, and a proven capacity to learn quickly and apply new concepts effectively.
- Working knowledge of loan documentation, closing requirements, and regulatory considerations across commercial loan types preferred; candidates without direct experience must demonstrate the ability to quickly develop this knowledge and apply it accurately in a fast-paced, detail-oriented environment.
- Exceptional organizational skills and attention to detail, with the ability to manage multiple files simultaneously.
- Bachelor's degree from an accredited four-year college or university in finance, business administration, accounting, or a related field preferred.
- Strong written and verbal communication skills.
- Ability to work effectively with cross-functional teams and external partners.
- High level of personal integrity and ability to maintain confidentiality of sensitive borrower information.
- Proficiency in Microsoft Office, particularly Excel and Word.
- Experience with loan origination systems and document management platforms preferred.
- Ability to work independently in a fast-paced, deadline-driven environment.
- Forward-thinking mindset with an interest in leveraging technology to improve efficiency.

Physical Requirements

- Ability to work remotely and independently.
- Ability to travel occasionally, both locally and nationally, to attend meetings, conferences, or site visits.

This role is ideal for a motivated, detail-oriented professional who thrives in a fast-paced environment and is passionate about supporting small business growth by ensuring loan files are complete, accurate, and progressing smoothly to closing.



Interested applicants should submit a cover letter and resume to:

Careers@growamerica.org.

Competitive salary commensurate with experience. The annual salary is \$65,000-\$75,000. Comprehensive benefits package. Grow America is an Equal Opportunity Employer.

The information provided above has been designed to indicate the general nature and level of work of the position. It is not a comprehensive inventory of all duties, responsibilities, and qualifications required.