



## Colorado Lending Source Job Announcement

**Position Title:** 504 Loan Officer

**Position Status:** Full-Time with Benefits

**Organizational Relationships:** Reports to Loan Production Manager

**Primary Work Location:** Colorado Lending Source | 1441 18th Street | Denver, CO 80202

### **Job Summary:**

The 504 Loan Officer should be knowledgeable about all programs offered by Colorado Lending Source and maintains a special degree of expertise regarding the Small Business Administration 504 loan program. The Loan Officer will originate new loan projects and work with partner lenders and small business owners from origination through funding. He or she must be able to independently analyze potential business clients and use discretion and judgment to identify if the project meets the mission of Colorado Lending Source by providing economic development to the community it serves. This position will also be responsible for marketing and business development duties within the Colorado Lending Source territory and provide excellent customer service to all parties involved in the process.

### **Position Responsibilities:**

- Understand all aspects of loan programs offered at Colorado Lending Source and be an expert regarding the SBA 504 loan program
- Loan Origination – Meet with prospective clients and partner lenders and determine eligibility and viability of proposed projects
- Underwriting – Prepare complete financial analysis and loan presentations that accurately portray the project to both the Colorado Lending Source Loan Review Committee and the Small Business Administration
- Review appraisal and environmental reports and determine if they meet SBA requirements
- Business Development – Develop new relationships with partner lenders and other financial resources; participate in trainings and events that meet the mission of Colorado Lending Source
- Provides support and oversight to the small business owner and lender throughout application process
- Any other tasks associated with this position

### **Desired Qualifications:**

This is a critical position within a highly entrepreneurial organization and successful applicants must be interested in helping to formulate and further develop this function.

## **Mandatory Qualifications:**

- Undergraduate degree and high school diploma (or equivalent) is required
- Computer literate in MS Word, Excel, and other programs
- Experience working in an office environment
- Two-to-five years experience in a lending or related industry. SBA experience a plus
- Underwriting skills
- Excellent people skills, with experience collaborating in a multi-disciplinary, diverse, and dynamic team environment
- Flexible and a self-starter
- Able to multi-task while also being highly detail-oriented
- Self-motivated and resourceful
- The ability to enjoy a fast pace, dynamic, challenging and team-oriented work environment
- Excellent, writing, reading, listening and communication skills
- Good interpersonal and teamwork skills
- Satisfactory completion of a background check
- Functions independently
- Personal qualities of integrity, credibility, and a commitment to Colorado Lending Source's mission

## **Apply:**

Interested applicants are invited to submit a resume along with a HAND WRITTEN cover letter by email, mail, or in person to:

[resume@coloradolendingsource.org](mailto:resume@coloradolendingsource.org)

ATTN: Loan Officer  
Colorado Lending Source  
1441 18th Street, Suite 100  
Denver, CO 80202

## **About Colorado Lending Source:**

Colorado Lending Source is Colorado's trusted not-for-profit resource for small business financing. We serve as a bridge connecting small business owners with the loan programs, lenders and support they need to succeed. Through our 26 year history we've helped 3,533 small businesses start, grow and expand, resulting in the creation of 25,845 jobs and more than \$4 billion lent. We do this in support of our mission to foster the economic growth of diverse small businesses within our communities.