

Business Development and Loan Officer

Position: Business Development and Loan Officer

Status: Full-time, eligible for benefits including health insurance, dental, and retirement

Salary: \$70,000

Location: Keene, New Hampshire with hybrid work available

Organization Description: The Monadnock Economic Development Corporation (MEDC) is a nonprofit Regional Development Corporation, one of nine in New Hampshire. MEDC provides real estate development, commercial finance, and business advisory services throughout a service area of forty communities in southwestern New Hampshire.

Purpose: The Business Development and Loan Officer is responsible for generating and pursuing community and economic development lending opportunities. The Business Development and Loan Officer will assist in the management of a diverse revolving loan fund portfolio capitalized through private and public sources. Lending areas include business growth, affordable housing, childcare, and brownfields environmental cleanup.

Key Responsibilities:

Marketing/Outreach

- Conduct proactive outreach to cultivate new lending opportunities.
- Respond to referrals (internal and external) in a timely, professional manner.
- Promote MEDC loan services and products and business services resources to prospective borrowers, community organizations, and other community partners.
- Represent MEDC in public forums, facilitate community outreach efforts, and other activities that promote lending activities.

Loan Origination

- Gather information from clients to ensure that an informed decision is made regarding creditworthiness and the probability of repayment.
- Provide guidance to prospective borrowers who have problems qualifying for traditional loans.
- Work with staff and external partners to determine the most appropriate type of financing package, including banks, investors, the New Hampshire Business Finance Authority, and other Regional Development Corporations.

Underwriting

- Review submitted loan application files to analyze, interpret and evaluate financial information to assess borrower capacity, cash flows, character, collateral and condition.
 - Ensure loan requests comply with loan underwriting, product, and program policies and procedures.
 - Assist in the generation of credit memorandums for Loan Committee approval.
 - Work with staff and legal counsel to collect necessary loan closing documentation.
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Client Relationship Management

- Work with staff and contractors to monitor borrower performance to ensure compliance with loan terms and address delinquency issues.
- Maintain regular contact with current and past borrowers to address supplemental capital needs.

Program Management

- Assist with data collection and reporting for USDA, HUD, EPA, and other federal revolving loan fund programs.
- Make recommendations for programmatic improvements in accordance with industry best practices.

Professional Qualifications:

- Bachelor's Degree or equivalent combination of education and experience in community and economic development, banking, finance, or related industry.
- Proven ability to source and close deals.
- Intermediate financial skills and ability to develop and interpret financial statements.
- Working knowledge of loan documentation terminology and methodology.
- Knowledge and proficiency working with technology applications including Microsoft Office Suite.
- Strong spreadsheet and data skills.
- Excellent oral communication and writing skills.
- Physical ability to perform essential job functions.

Personal Qualifications:

- Ability to organize multi-faceted & diverse assignments, manage multiple priorities and projects simultaneously.
- Ability to thrive within entrepreneurial settings.
- Self-starter who can work independently and in collaborative team environments.
- Strong analytical and problem-solving capabilities.
- Demonstrated interest in community and economic development.
- Familiarity with southwestern New Hampshire.

Submission Requirements:

Submit a resume and cover letter to info@monadnockedc.org by Wednesday, April 1st, 2026.
