

## **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 more.

#### 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.
  - Prepare and submit credit memorandums to the Loan Committee for 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.
- Guide borrowers through the application process by proactively reaching out to the prospective borrower, obtain basic information about the purpose of the loan and explain the different types of loans and credit terms that are available to the applicant.

### Professional Qualifications:

- Bachelor's Degree or equivalent combination of education and experience in office and business management or related field.
- Intermediate financial skills and ability to develop and interpret financial statements.
- Working knowledge of loan documentation terminology and methodology.
- Analytical, math, and auditing skills with willingness to use qualitative and quantitative data in decision making.
- 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 a collegial and collaborative team environment.
- Strong analytical and problem-solving capabilities.
- Demonstrated interest in community and economic development.

### Submission Requirements:

Submit a resume and cover letter to [info@monadnockedc.org](mailto:info@monadnockedc.org) by Wednesday, April 1<sup>st</sup>, 2026.

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