



Job Title: Business Development & Lending Officer

Job type: Full time / Permanent

Salary: \$54,000 to \$60,000

Overview

Reporting to the General Manager, the Business Development & Lending Officer is the principal contact for all loan and business development clients and attracts, coaches, manages and guides them to success. The Business Development & Lending Officer is responsible for all aspects of commercial lending, growth of the loan portfolio, collections, business counselling, and assessing feasibility of client business ideas, proposals and plans.

Key Functions & Duties

- Responds to initial enquiries regarding specific financing requirements, business ideas, funding options and general information pertaining to Community Futures' services.
- Coach clients provide aftercare and growth support and ensure appropriate and effective referrals.
- Deliver workshops for clients on small business topics and provide small business training options to clients.
- Within our mandate guidelines, collaborate with management, Board and staff and meet with stakeholders to develop and work on Economic Development projects to a state of completion.
- Other Duties as required.

Loan Analysis and Management

- Review and analyze applications for financing, including assessing financial viability, management capability, social and community impact, repayment ability, job creation, feasibility and security.
- Perform due diligence checks in the preparation of proposals, including Credit checks, Personal Property Security Act (PPSA) searches, Title searches, Historical financial statement analysis, Canada Revenue Agency, HST, WSIB, personal income tax or other third-party verifications.
- Make loan recommendations to the Investment Committee considering Community Futures goals and risk management.
- Prepare letters of offer and other loan security documents.
- Liaise with solicitors, insurance agencies, accountants and/or financial institutions.
- Manage collection of delinquent accounts, bankruptcies and foreclosures.

Administration

- Enter client information and statistics into client management system (such as Faasbank etc.).
- Prepare and submit quarterly and annual reporting requirements.
- Attend and participate in staff and other meetings as required.
- Assist with budget and operating plan projections. Annual/quarterly submissions, submissions for new initiatives, Strategic and Business Plans as required.
- Other duties as required.

Qualifications Requirements and Assets

- Post-secondary degree/diploma in business, commerce, finance, relevant field or equivalent experience.
- able to analyze financial statements, critically evaluate business plans and provide business counselling and advice to entrepreneurs
- Experience in business loan management, including preparation of security documents and working knowledge of the Personal Property Security Act; well developed credit and collection skills.
- Able to work independently while consistently presenting a professional attitude and demonstrating excellent critical thinking skills, interpersonal skills, multitasking skills, prioritizing skills, sound judgement and strict confidentiality.
- Understanding of relevant legislation and policies.
- Strong analytical skills including financial statement and ratio analysis.
- Excellent written and oral communications skills including the ability to make effective oral presentations.
- Proficient computer skills including Outlook, Word, Excel & PowerPoint.
- Ability to represent the organization in a positive and professional manner.
- Valid driver's license and access to a vehicle while at work.

Please apply by email to Thunder Bay Ventures General Manager, Maria Vidotto, info@thunderbayventures.com with "**Business Development & Lending Officer**" in the subject line.

Covid 19 Consideration

We thank all interested candidates, however only those selected for an interview will be contacted.



Federal Economic Development
Agency for Northern Ontario

Agence fédérale de développement
économique pour le Nord de l'Ontario

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