



BUSINESS DEVELOPMENT OFFICER

CORE FUNCTION:

The Business Development Officer is primarily responsible for the development, analysis, and recommendation of loan proposals to the General Manager/Loan Committee. This position manages the overall Investment Funds (loan) portfolio, with the goal of achieving a healthy balance between acceptable portfolio returns and providing a valuable lending service to the business community. This position will also provide coaching, counseling, and ongoing support to loan clients, as needed. Develop and implement strategies, program and services for business advisory and loan services consistent with Community Futures Board Policies, CF Mission, Long term priorities and annual operation plan.

ACCOUNTABILITY:

The Business Development Officer reports directly to the General Manager.

DETAILS OF FUNCTION:

Investment Fund Delivery

- Receive inquiries and interview potential loan applicants to assess needs.
- Explain the parameters of CF financing, the basis upon which applications are assessed, the general lending terms and conditions, and the approval process.
- Determine the appropriate course of action resulting from the inquiry, which may include proceeding with an application, referral to another service provider or assisting the applicant in identifying other possible sources of financing.
- Provide direction to the applicant in the development/preparation of their business plan, including available tools and other sources of information to assist in the completion of their business plan.
- Review applications for financing/business plans, as presented by applicants to assess the overall risk associated with the proposal and as a result, request additional information, decline the application, or proceed with submission of the application to the Loan Committee. In consultation with the General Manager
- Investigate the applicant's credit history and conduct other due diligence on information provided.
- Assess the potential and the financial viability of the proposal.

- Perform a security and equity analysis.
- Evaluate the applicant's management capabilities/skills.
- Assess social, community and environmental impact of the proposal.
- Prepare loan submission and supporting documentation with recommendations for approval and submit to the Loan Committee/General Manager for review.
- Prepare the standard Letter of Offer (Loan Agreement) detailing the Terms and Conditions of financing approved by the Loan Committee/General Manager.
- Ensure all loan documents/collateral security documents/life insurance are completed in compliance with the approved Terms and Conditions detailed in the Letter of Offer (Loan Agreement).
- Ensure that all loan documents/collateral security documents are executed by the appropriate officers/individuals, that collateral security documents are registered with the appropriate registry/office.
- Provide loan aftercare and growth support

Investment Fund Management

- Input client, business, and loan data into The Exceptional Assistant (TEA) program, ensuring that appropriate diaries are made for items requiring follow-up under the Terms and Conditions of the Loan Agreement and for renewal of our security registrations.
- Maintain client loan files and records and ensure that all pertinent client contact information is input into TEA.
- Review client loan security files on regular bases to ensure files are complete.
- Phones clients at least every second month for updates
- Ensures clients submit Financial Statements as per their offer of financing
- Review and analyze Financial Statements that are provided by clients.
- Visits the premise of loan clients on a regular basis.
- Manages and Maintains CAFT payments
- Initiate and monitor collection action on loans and take the necessary steps to protect our security position, when appropriate.

- Prepare monthly loan reports for management and the Board of Directors.
- Respond to client needs, coaching and counseling on an ongoing basis.
- Review Delinquency report weekly and ensure adjustments are made as required.
- At the end of each month, review the loan reports to ensure they are accurate prior to loans being closed.

Other Related Duties

- Provide information, coaching and counseling to non-loan clients, as required.
- Assist with reporting to funding agencies as required.
- Develop annual marketing plan and budget for approval by management
- Provide Entrepreneurial Workshops

Other Duties as assigned

APPLICANT QUALIFICATIONS AND COMPETENCIES:

The Business Development Officer position is a diverse multi-faceted position that requires a wide range of skills. Accordingly, Community Futures does not expect that applicants will necessarily possess all the qualifications and experience that define our “ideal applicant”. Our focus in hiring will be to identify candidates with a strong mix of education and/or experience along with the attitudes and aptitudes that will support the development of an excellent Business Advisor and Loans Manager.

The ideal applicant will have certification and/or experience in the following areas:

Education:

- Commercial lending
- Business Administration
- Business counseling / coaching

Experience:

- Commercial lending
- Successfully owned and/or managed a business
- Business counseling/coaching

Computer Skills:

- Proficiency with Microsoft Excel and Word is required.

Personal characteristics:

Hiring for this position will focus on individuals with the following demonstrated characteristics:

- Strong inter-personal and communication skills
- Ability to function well in a small team environment
- Positive and opportunity-focused
- Results-oriented self-starter
- Confidence in making decisions and communicating them effectively to clients
- Ability to identify and act on key issues related to loan applications and file management

HOURS, SALARY AND BENEFITS:

Regular office hours are 8:00 to 4:00 PM, Monday to Friday. Limited evening and weekend work are required related to events, training etc. WE WILL ALSO CONSIDER APPLICANTS THAT WOULD PREFER PART TIME HOURS OR CONTRACT. Salary range is \$45,000 to \$60,000.00 The position is eligible for full benefits including medical, dental, vision, extended health, life and disability insurance, Registered Retirement Savings Plan-matched by the Corporation on completion of 3 months' probation. Will also require a valid driver's license and own vehicle as travel will be required in our service area. Details of our region can be found www.cfsun.ca