

Small Business Underwriter/Credit Analyst The Progress Fund

Are you ready to use your skills in a new and interesting way? If you're looking for a career where you can help small business owners, we want to hear from you. We need a Small Business Underwriter/Credit Analyst that knows how to underwrite in the traditional sense, but has the ability to think outside the box.

This position will be based in our Pittsburgh, PA office.

We work with new and expanding businesses in the growing tourism industry in and around Pittsburgh, Pennsylvania. Our service area includes 40 counties in Pennsylvania, 3 counties in western Maryland, and all of West Virginia. Our borrowers are restaurants, small hotels, B&Bs, campgrounds, rafting companies, bicycle shops, outdoor sports retailers, golf courses, wine & spirits producers, manufacturers and more. Most banks can't help these businesses, but we have a proven track-record of success in financing this exciting industry. Visit our website www.progressfund.org to learn more about our non-profit community development work.

Responsibilities:

Credit Analysis

- Prequalify borrowers for their fit with the mission of our organization
- Analyze prospective borrower's existing financial information including income statements, balance sheet and cash flow statements
- Consider the viability of the potential borrower's plans while conferring with other staff. Analysis should include business plans and projections, and industry information.
- Determine the viability and the cash flow of the business for loans ranging from \$50,000 to \$2.5 Million
- Identify risks and mitigants to cash flows and negative aspects of loans and collateral, and review significant issues with other credit staff and management
- Analyze third-party reports and appraisals, and obtain missing documentation as needed
- Perform site inspections to assess collateral
- Generate approval documents to protect the quality of our loan portfolio

When advantageous to The Progress Fund:

- Propose and negotiate financial packages with other lenders including commercial banks and economic development practitioners
- Present proposed loans to the Loan Committee after performing full due diligence and underwriting
- Maintain periodic communications with clients to monitor the financial health of the borrower and their needs for future borrowing
- Prospect for new commercial loan borrowers
- Other duties as assigned

Qualifications:

Applicants should meet the following qualifications:

Desired Professional Skills:

- Bachelor's Degree or equivalent related business experience
- Three or more years of experience in small business lending, business finance or economic development in either the private sector or a nonprofit organization
- Demonstrated commercial underwriting experience, including performing due diligence, analyzing financial statements and identifying risks & mitigants
- Knowledge of the financial issues facing small businesses
- Skills and desire to help our borrowers succeed in their business ventures
- Knowledge of credit analysis and loan review concepts
- Strong financial analysis skills
- Comfortable with modern office technology

Desired Personal Skills:

- Problem solver with a positive and open-minded attitude
- Desire to learn and grow professionally
- Approachable and responsive personality
- Able to work independently
- Accountable to work deadlines while coordinating tasks with other staff
- Excellent organizational skills, attention to detail and follow through
- Strong written and verbal skills
- Ability to travel occasionally overnight, position requires personal vehicle

Compensation:

The Progress Fund provides a competitive salary based on experience and skills, as well as an excellent benefits package including health benefits, 401(k) savings plan with employer match, annual and sick leave.

How to Apply:

Please mail or email resume with cover letter and salary requirement to:

Human Resources

The Progress Fund

425 W. Pittsburgh Street

Greensburg, PA 15601

kpost@progressfund.org

The Progress Fund is an Equal Opportunity Employer. We do not discriminate in hiring or employment practices on the basis of race, color, religion, gender, age, sexual orientation, marital or familial status, national origin, non-job related disability, or status as a veteran.