

Economic and Community Development Institute Position Description Form

An Equal Opportunity Employer

Position Title:	Director of Lending	Reports To:	President
Employment Status:	Fulltime	FLSA Status:	Exempt
Division Lending:	Lending	Hours:	8:30 am to 5:00 pm
Location:	Headquarters Columbus, OH		

Job Summary:

The Lending Director is responsible for the general oversight of lending across all markets for the Economic and Community Development Institute. The Lending Director works with the President and CCO in the development of a total lending strategy for ECDI. The Lending Director works to ensure lending activities result in maximum volume and a minimal delinquency ratio. The Lending Director analyzes and evaluates the effectiveness of lending services. The Lending Director supervises and appraises the activities of Relationship Managers and ensures all lending services are professionally delivered and ECDI loan clients are well served.

Duties/Responsibilities:

- Lead relationship management team to accomplish lending goals and programmatic outcomes.
- Provide leadership, coaching, and development on all aspects needed to achieve target lending outcomes.
- Provide consistent high-level assistance to all Relationship Managers and staff regarding lending inquiries.
- Direct execution of Community Advantage, SBA, USDA, and ORR lending activities and outcomes.
- Supervise and perform Pre and Post Loan TA; monthly follow-up through monthly phone calls and review of records in CRM software.
- Maintains a robust referral network in the banking industry, local chambers, and partner organizations.
- Identifies and pursues opportunities to generate new business and clientele for ECDI including attending networking and public events.
- Provide data for reporting and development purposes.
- Prepare and present loan reports to the ECDI loan review committee.
- Prepares weekly and monthly commercial lending reports to submit to the executive management team.
- Performs other related activities, as required, to assure program.

Required Skills/Abilities:

- Ability to build and maintain business relationships with clients.
- Excellent verbal and written communication skills.
- Excellent management and leadership skills.
- Excellent time management skills.
- Ability to multitask and complete work while traveling.
- Thorough knowledge of territory, market, and clients.
- Excellent problem-solving skills.
- Proficient in Microsoft Office Suite or related software.
- Organized with attention to detail.

Education and Experience:

- Bachelor's degree in related field preferred.
- Five years of commercial banking experience required.

Physical Requirements:

- Valid driver's license and no major driving violations.
- Must be able to lift 15 pounds at times.