****

**Loan Officer**

**Description**

Under the direction of the Chief Operating Officer, the Loan Officer is responsible for developing and structuring new applications for financial assistance, analyzing information and recommending appropriate action.  In addition, this job requires ongoing relationship and portfolio management.

**Responsibilities**

Prepare loan initiation documentation and determine loan eligibility.  Review new loan documentation for accuracy and compliance.  Screen and respond to inquiries regarding the Authority’s loan programs.

Consider requests for financial assistance by assembling required information and negotiating loan terms and conditions with applicants, banks and representatives from other financial institutions and government financial assistance programs.  Provide technical assistance to community-based organizations as required.  Review and analyze applicant’s financial condition and project feasibility and prepare recommendations for approval.  Monitor and service existing portfolio, ensuring compliance and adherence to credit standards and policies.   Respond to any changes in borrower’s financial condition as well as to any requests for amendments to existing agreements. Make field visits to prospective borrowers and existing accounts on a regular basis.

**Requirements**

Bachelor’s degree from an accredited college or university with a concentration in Accounting, Finance and Economics.  Minimum five years of working experience as a financial analyst and/or commercial lender with a commercial lending institution.

**Skills**

Experience in community economic development, including small business lending and commercial real estate, particularly in urban areas.  Demonstrated proficiency in credit underwriting and ability to recognize troubled loan situations.  Experience and proficiency in documenting complex loan transactions.  Strong ability to negotiate effectively with top-level management and representatives from financial institutions, government entities, and for profit and non-profit developers.  Ability to clearly express Authority policies as they relate to project finance from both a public purpose and a financial perspective.  Strong oral and written communication skills.  Willingness to travel throughout the state of New Jersey required.

All employees hired by the New Jersey Redevelopment Authority on or after September 1, 2011 must comply with the State’s residency requirement. Non-New Jersey resident employees must relocate to New Jersey within one year of their date of hire. Employees will be required to present proof of residency.

Please submit your resume to Elly Gonzalez, Senior Manager Business Operations at [egonzalez@njra.us](mailto:egonzalez@njra.us).