



***Prescott-Russell Community Development Corporation (Prescott-Russell CFDC) offers business loans, grants and advice to support business start-ups, expansions and ongoing operations, for the purposes of fulfilling our mission to invest in jobs, businesses and community innovation in Prescott-Russell and Southern Ontario.***

## **Business Loans Officer – Hawkesbury, Ontario**

We are looking for a Business Loans professional who has business loan portfolio management experience, is skilled in business counselling and relationship building, and enjoys marketing products and services in a performance-based environment. Reporting to the Executive Director, the Business Loans Officer is responsible for developing, promoting, maintaining and delivering the business loan, business grant, and business advice services of Prescott-Russell CFDC. As part of a collaborative team, the Business Loans Officer will contribute to the effectiveness of the organization, positive staff morale and a high-performance teamwork environment.

### **Key Accountabilities:**

- ✓ Promotion of the services of Prescott-Russell CFDC by cultivating referrals and networking with entrepreneurs, business lenders and business advisors to maintain a high profile for the organization.
- ✓ Analysis and assessment of all applications for business loans based on the Investment Strategy and Investment Policies of the organization.
- ✓ Facilitation of sound decision making at meetings of the Board of Directors by preparing all necessary documentation and reporting on all business loan and grant activity to the Executive Director, and the Board of Directors.
- ✓ Provision and documentation of business counselling and advice services to the community to help attract and establish new businesses and expand existing businesses.
- ✓ Evaluation of the performance of businesses receiving assistance from the organization and reporting on the evaluation of the performance to the Executive Director and of the Board.

**Qualifications:**

- Post-secondary degree/diploma in business, commerce or finance
- Two to five years' experience in business loan portfolio management (mandatory) ideally in a high-risk environment, with personal loan management experience considered an asset
- Two to five years' experience providing business advice and/or business counselling
- Experience cultivating referrals and marketing products/services in a performance-based environment
- Experience working with the Personal Property Security Act and preparing loan security
- Accounting and financial knowledge, and experience conducting business financial statement analyses
- Strong communication skills with experience delivering presentations, recognizing bilingualism (French and English) mandatory
- Experience and skills in management will be considered assets
- Knowledge of the needs of local businesses, services available to them, and legislation affecting them
- Working knowledge of MS Office, email, internet, client and loan management software and systems
- Valid drivers' license, reliable vehicle, and the ability to work flexible hours are required.

If this position interests you, please forward a resume and a cover letter in confidence to: [jcandie@sdcp-prcdc.ca](mailto:jcandie@sdcp-prcdc.ca) by 4:00 pm on Tuesday, April 16, 2019.

Thank you for your interest. Only those applicants selected for interview will be contacted.