



Position: Lending Fellow
Department: Business Lending
Reports to: Director of Lending
Location: New York City (Remote arrangement available for the right candidate)

Position Overview:

The Business Lending Team delivers Grow America's (GA) core small business services, including both SBA guaranteed funding and non-SBA loan products. This role will center its efforts on the structuring and analysis of loan requests from businesses located within low-to-moderate communities or persons of low-to-moderate income. More specifically, the Lending Fellow will work towards the delivery of GA's double bottom line; to identify and close good loans and at the same time, deploy that same capital to underserved markets throughout the country.

The Lending Fellow (LF) will work under the general supervision of the Director of Lending and their core responsibilities will be focused across the two bullets outlined below:

Core Responsibilities:

- The LF will work at the crossroads of Grow America's lending technology and the real-time funding needs of business owners throughout the country. To that end, the LF will serve to monitor GA's digital "front door," and work to ensure loan application completeness at all steps of the process (from initial inquiry to pre-application, pre-screen and beyond). Timely and transparent customer service (with real business owners) and the ability to adapt to and learn GA's lending software will be critical to success in this element of the job.
- Under the mentorship and guidance of the Director of Lending, the LP will also be able to learn how to initially structure GA small business lending products along a borrower, capital continuum. To that end, the LF will learn basic spreading, collateral & cash flow analysis and at the same time, how to issue term sheets. Moreover, the LF will learn how to prepare files for a seamless hand off to underwriting/ credit.

The Lending Fellow (LF) should meet the following skill requirements:

Minimum Skill Requirements:

- Bachelor's degree from an accredited four-year college. Economics, Math, Business and Finance majors are encouraged to apply, but other liberal arts majors are equally encouraged (e.g. History, English or Political Science majors). Specific to the latter, it is GA's experience that candidates with degrees in the Humanities have strongly developed analytic and writing skills, which set them up for success in this fellowship.

- A high degree of emotional intelligence. LF's will interface directly with applicants and with team members throughout the organization. Amidst this back-and-forth of communication, a sensitivity to all parties will be critical to success.
- Humility and the desire to learn and ask questions. The lending environment is fast-paced and can be stressful. Successful LF's will ask questions without prompting and seek out opportunities to learn from the Director of Lending and other team members.
- Effective written and verbal communication skills are a must.
- Strong analytical, time management, and organizational skills.
- Detail-oriented mindset, with a commitment to accuracy, compliance, and continuous improvement.
- Impeccable personal integrity.

About us:

Grow America, one of the oldest national non-profit community and economic development organizations in the country. Grow America, formerly National Development Council, was founded in 1969 with the mission of increasing the flow of capital for investment, jobs and community development to underserved urban and rural areas across the country. For additional information about Grow America, please visit www.growamerica.org.