



POSITION DESCRIPTION

<u>TITLE:</u>	Underwriter
<u>STATUS:</u>	Full time, Non-EXEMPT
<u>CLASS:</u>	C
<u>SALARY RANGE:</u>	dependent on qualifications/experience and STEP Process
<u>DATE:</u>	January 1, 2012
<u>REPORTS TO:</u>	Executive Director.
<u>REVIEW:</u>	After first 6 months, then annually

POSITION SUMMARY

This position will manage several aspects of loan underwriting for R5DC and the North Central Economic Development Association (NCEDA). The Underwriter works under the supervision of the Executive Director.

Position will manage specific daily operations of loan programs consisting of: JOBZ, NCEDA, HWWP, ISTS, Microlending. Generally provides:

- Underwriting due diligence. Such as: credit checks, filling legal documents (UCC, mortgages, personal guarantees).
- File maintenance. Ensuring all required documents are placed in files to meet compliance of partner agencies and internal controls. Includes electronic/server file maintenance. Position may make payment entries into financial software under direction of finance department.
- Borrower contact: including sending letters and notices to borrowers and providing education to borrowers where appropriate. (Example: April reminders to submit current proof of insurance, financials &/or tax information to R5DC and JOBZ fee notices, late notices) Position will provide training to borrowers where skills contribute to this effort.

SPECIFIC PRIMARY RESPONSIBILITIES

NCEDA; Revolving Loan Fund and Microenterprise support. ISTS, HWWP fund management.

1. Provide underwriting services to the NCEDA revolving loan fund and Microenterprise fund;
 - Attends all NCEDA loan board & all microenterprise loan committee meetings.
 - Responsible for recording and filing loan board meeting minutes.
 - Responsible for keeping loan fund files current and in compliance.
 - Prepare any necessary participation documents.
 - File UCC and any other necessary filings.
 - Deliver Core4 training to borrowers where modules fit skills.
 - Assist in setting up and marketing Peer-to-peer and other TA opportunities where appropriate.
 - Communicate program status to NCEDA and Commission.
2. Manage the ISTS and HWWP loan program
 - Meet with potential loan recipients to assist in filling out application
 - Prepare and present loan applications to loan board
 - NCEDA loan board reviews ISTS/HWWP loans, thus recording and filing meeting minutes cover these two lending programs as well.
 - Responsible for keeping loan fund files current and in compliance.
 - File any necessary documents.
 - Prepare closing documents & close the loans
 - Communicate with borrowers about payments
 - Market the loan programs
 - Periodic program updates to Counties and Commission
3. Update support staff on relevant website updates that pertain to this job description.
4. Responsible for outreach efforts identified in R5DC outreach plan and directed by Executive Director.
5. Occasional other duties/projects as assigned.

SPECIFIC QUALIFICATIONS; EXPERIENCED IN:

1. Business administration, or a related field.
2. Business Loan Administration
 - Business credit/financial analysis
 - Loan packaging
3. Prospect Marketing
 - Program Marketing

GENERAL KNOWLEDGE/SKILL REQUIREMENTS

1. Must be proficient in MS Office, well-organized and experienced in working with the public.
2. Working knowledge of business financial packaging.
3. Significant oral and written communication skills.
4. Extensive knowledge in the use of personal computers to include basic word processing, spreadsheets, internet, and e-mail.
5. Must be a "self-starter" who takes initiative and manages time well to accomplish assigned tasks and also deal with unexpected events in a timely manner.
6. Ability to maintain professional working relationships with staff as a team member and other organizations. Ability to work effectively with community groups and business leaders (outstanding people skills a must).

OTHER REQUIREMENTS

1. Committed to the success of Region Five.
2. Adheres to the R5DC Core Values
3. Signs and agrees to R5DC Code of Conduct and Ethics Policy.
4. Signs and agrees to conditions of employment outlined in the R5DC Personnel – Operations Manual.

Employee is expected to exhibit a courteous, conscientious and generally businesslike manner in the workplace while representing the Commission.

Must possess a valid Minnesota driver's license and be available to work in Region Five service area. Position occasionally may require working outside the normal business day (i.e. evening meetings, some travel).

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related job duties as assigned by the Executive Director. The employee is expected to comply with established office, administrative, and personnel policies.

The Region Five Development Commission reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Acknowledgement

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Date

To apply:
Send resume and cover letter by mail to R5DC, 200 1st Street; Suite 2, Staples, MN 56479
or by email to ahanson@regionfive.org.