



# THE INTERSECT FUND

## **JOB ANNOUNCEMENT** **Microfinance Loan Officer (FULL-TIME)** **Trenton, NJ**

### **Organizational Overview:**

The Intersect Fund is a non-profit organization that empowers entrepreneurs to build strong businesses so they can generate income, build assets, and spark dramatic social change in their communities. Our comprehensive approach incorporates business training and technical assistance and microloan financing to provide tools to urban entrepreneurs in New Jersey so they can start and grow thriving businesses. We have served more than 1,000 individuals with coaching and financing and made 265 loans last year.

### **Position Summary:**

The Intersect Fund is seeking a qualified Microfinance Loan Officer that will work independently to perform outside sales, build excellent customer relationships and generate qualified loan applications to meet or exceed monthly sales quotas for business loans up to \$25,000. Qualified candidates will have demonstrated the ability for sales to small business, covering a geographic territory, establishing a presence within a community to generate referrals, and sourcing leads that meet The Intersect Fund's lending criteria and mission. The Intersect Fund's target market is focused on informal cash-based businesses with no credit and limited documentation who are unable to obtain business financing elsewhere.

This position reports to the Vice President of the Lending Team and works closely with the lending team to meet loan and portfolio management metrics and team objectives related to impact, portfolio quality, and strong team dynamic.

### **Key Responsibilities:**

- Work independently in the field in target neighborhoods to build alliances and referral base among small businesses, business associations, community partners and participating in community events
- Meet with small businesses at their place of business to generate qualified loan applications that meet lending criteria and The Intersect Fund's mission
- Efficiently process complete application packages, including screening packages against product guidelines and required documents, entering and processing

loans in system, gathering all required documents, and closing out applications (approvals or declines) within target timeframe

- Provide technical assistance to business owners after a review of loan application, tax returns, bank statements, references, credit report, employment and income verification, and collateral
- Make decisive loan recommendations and clearly articulate and make a compelling case for loan decision to appropriate approval authorities
- Monitor and collect on portfolio of loans within defined territory, including visiting clients regularly
- Provide excellent customer service and fast turn-around time to build client trust and The Intersect Fund's brand and reputation

### **Qualifications:**

The ideal candidate possesses the following qualities:

- Fluent in Spanish
- 5+ years experience living or working in a New Jersey urban center
- Demonstrated ability to meet or exceed monthly goals
- Demonstrated self-starter who goes beyond job description to make sure goals are achieved
- Strong analytical, math and auditing skills with willingness to use qualitative and quantitative data in decision-making
- Collections experience preferred
- Working knowledge of Excel required, and desire/ability to learn other software programs to manage loan portfolio
- Vehicle and ability to travel around the Central NJ area on a daily basis
- Ability to thrive in an entrepreneurial, team-oriented, mission-driven environment
- Demonstrated interest in the mission and values of The Intersect Fund

### **Compensation and Office Location:**

- This is an outside sales position and will require daily local travel to visit clients, a valid driver's license and vehicle insurance.
- The Intersect Fund's principal office is in Newark, with a satellite office in New Brunswick.
- Base salary and commission up to \$50,000 in first year, dependent on experience.

**To Apply:** Interested candidates should email a resume, thoughtful cover letter and a response to this question: "How would you recruit business borrowers in your first week on the job?" to [jobs@intersectfund.org](mailto:jobs@intersectfund.org), including how you heard about the position and "Microfinance Loan Officer -Trenton" in the subject line. The Intersect Fund is an Equal Opportunity/Affirmative Action Employer. [www.intersectfund.org](http://www.intersectfund.org).