



## Job Descriptions

<b>Chief Executive Officer</b>	Oversees the management of the organization; works with the Board of Directors; leads strategic planning; prepares annual goals and actions for the organization; monitors the budget and performance of the organization.
<b>Chief Financial Officer</b>	Manages and directs the financial management and administrative procedures for the organization; responsible for accounting, budgeting, financial forecasting, planning and analysis, financial operations, treasury and risk management and reporting.
<b>Top Communications and Marketing Executive</b>	Develops and executes a marketing/advertising/media strategy; coordinates marketing/advertising/media programs; initiates, develops, coordinates, and distributes communications materials, literature, online resources, videos, programs and press releases; manages media campaigns to promote all of the organization's websites; manages marketing /advertising/media performance measurements.
<b>Top Development Executive</b>	Solicits funds for annual operating support, donations and grants for permanent capital, and may solicit investment for lending capital; prepares and implements the capitalization plan; guides and coordinates overall strategies for philanthropy; directs, plans, coordinates and implements the fundraising program; researches, cultivates and solicits funding sources; writes grant proposals.
<b>Chief Loan Officer</b>	Manages and directs the lending department; responsible for all loan productions; manages the loan portfolio; develops lending policies; conducts loan closings.
<b>Chief Credit Officer</b>	Responsible for the review of the organization's loan portfolio on a continuing basis in order to prevent or ameliorate loan losses; assures documentation is in compliance with loan committee approvals, state and/or federal regulations; assists in detection of deterioration in loan quality; reviews and ensures internal compliance objectives are met.
<b>Senior Loan Officer</b>	Responsible for representing the organization in its lending and may help to set strategic direction in specific lending markets. Works on the organization's more complex deals and is involved in one or more of the following activities: marketing, origination, structuring and/or maintenance of loans and client relationships. May manage a portfolio of key borrower relationships and may be involved in the closing or servicing of loans. Typically requires 5+ years of experience in lending with a track record of relationship development and management.
<b>Loan Officer</b>	Responsible for representing the organization in its lending and is involved in one or more of the following activities: marketing, origination, structuring and/or maintenance of loans and client relationships. May also be involved in other activities that support the lending team including the closing or servicing of loans and may manage a portfolio of loans. Typically requires a minimum of 3+ years of experience in lending or credit analysis and a track record of relationship development and management.
<b>Portfolio Manager</b>	Performs periodic financial analysis on all loans in portfolio; assists in maintenance of complete and updated credit files for all loans; prepares credit memos in support of loan extension and loan modifications; prepares quarterly and annual reports for internal and external audiences. Typically requires 5+ years of experience.



## Job Descriptions — Continued

<b>Senior Underwriter</b>	Performs complete credit analysis to assist lending officers in credit decision process; obtains all available and necessary financial data from client; performs specialized reviews of collateral or loan exposures; tracks the loan application process and maintains organized files of information received from potential borrowers; prepares credit memoranda and supporting materials for Loan Committee. Typically requires 5+ years' experience.
<b>Underwriter</b>	Performs complete credit analysis to assist lending officers in credit decision process; obtains all available and necessary financial data from client; performs specialized reviews of collateral or loan exposures; tracks the loan application process and maintains organized files of information received from potential borrowers; prepares credit memoranda and supporting materials for Loan Committee. Typically requires 1 or more years' experience.
<b>Loan Administrator</b>	Responsible for the loan servicing functions, coordination of lending process including loan documentation and closing; gathering and compiling data and preparing various reports, maintaining loan files for audit and review by external or internal staff, coordinating and maintaining files (either electronic or paper); issuing correspondence and providing good customer relations.
<b>TA/Training Provider</b>	Provides counseling, advising, coaching, and/or training to clients; creates and updates training and/or technical materials.