

COFFIN & ASSOCIATES

268 Forest Avenue, Suite 200, Elmhurst, IL 60126
630-834-4268
Phil@CoffinOnline.com

Philip J. Coffin
President

Position Profile

SBA Business Development Officer Chicago, IL

Position Purpose:

Develop new business through originating, structuring and closing of government guaranteed commercial loans.

Essential Duties:

- Develops and retains commercial business, by calling on prospects and customers to achieve sales goals under minimal supervision.
- Documents calls and makes regular call reports to supervisor.
- Works with credit analysts to analyze the credit history of applicants and determines their loan repayment capabilities.
- Negotiates interest rate structure to be consistent with bank policies and procedures, and to be competitive with current market rates.
- Negotiates credit terms, such as costs, loan repayment methods and collateral specifications.
- Evaluates potential customer loan requests and makes loan recommendations to management.
- Daily review, approval and disposition of commercial overdrafts.
- Negotiate terms, structure loan financing based on risk considerations and present credits for approval to appropriate levels of authority with the bank as required.
- Support the bank's relationship banking culture through on-going customer contact, quality customer service, and product knowledge.
- Work with branch partners to maximize sales efforts to business customers and cross sell other products and services that the bank offers
- Build relationships with other businesses and prospective customers through, professional and community contacts and current customer referrals.

Education and Work Experience:

- Strong preference for experience in SBA deal origination.
- If the individual does not have direct SBA lending experience, we are seeking an experienced business development professional in corporate lending who has demonstrated experience in originating business from a professional referral source network.
- Knowledge of government guaranteed lending policies and procedures strongly preferred.
- Knowledge of lending services and related areas strongly preferred.