For a Brighter Future.

JOB VACANCY

POSITION: Business Loan Recruiter
LOCATION: Brightpoint, 227 E. Washington Blvd, Fort Wayne, IN 46802
HOURS: M-Th: 730a-5:30p and F 7:30a-11:30a (40 hours per week)
STARTING SALARY RANGE: $17.00/hr - $18.50/hr

JOB DUTIES: Responsible for originating, analyzing, organizing, reviewing, processing, packaging, and reporting application data and supporting documentation from applicants for business and consumer loan submissions. Provide education to ALL borrowers, including our target market of low- and moderate-income clients related to finance and business operations. Network and implement our outreach and marketing efforts to expand the Brightpoint Development Fund's lending programs.

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1. Use established underwriting criteria to review all loan applications and provide recommendations to Lending Committee.
2. Work with Brightpoint Development Fund clients to guide them through the application process, providing appropriate technical assistance (TA) and referrals as necessary.
3. Assess client needs and provide direct business advice through site visits to monitor business strengths and weaknesses and one-on-one consultations.
4. Develop action plans for clients to achieve goals, monitor client progress and document outcomes.
5. Assist client in creating cash flow projection and assist in financial analysis to provide guidance and options in making business management decisions.
6. Provide recommendations to the Portfolio Manager on loan restructuring.
7. Coordinate systematic collection of clients' annual financial statements and reportings
8. Market Brightpoint Development Fund's lending products to populations within its target market to expand the lending program.
9. Promote Brightpoint Development Fund's lending programs to financial institutions and other community organizations to gain partnerships and establish relationships that serve the low-income community, and network with current partners.
10. Implement Brightpoint Values at all times.

SKILLS AND QUALIFICATIONS:

1. Bachelor's degree required; degree in finance, business, economics, marketing or other related field preferred. 2 years experience in relevant industry preferred.
2. Must be proficient in use of Microsoft Office products.
3. Must have intermediate knowledge of mathematics, including an understanding of financial principles.
4. Must be able to work independently and meet department goals/objectives.
5. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of $100,000/$300,000 on auto insurance.

DATES FOR INTERNAL POSTING: FROM May 2018 **TO** until filled
TENTATIVE DATES FOR EXTERNAL POSTING: FROM May 2018 **TO** until filled
APPROXIMATE DATE FOR POSITION TO BEGIN: immediately

FOR FURTHER INFORMATION, CONTACT HR DEPARTMENT, EXT. 206 OR 213
APPLICATIONS ACCEPTED – 227 E. WASHINGTON BLVD, FORT WAYNE, IN
8:00 A.M. – 5:00 P.M., MONDAY – THURSDAY, OR 8:00 A.M. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT www.mybrightpoint.org

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.