

CAPITAL REGIONAL DEVELOPMENT COUNCIL

CREDIT ANALYST/COMMERCIAL LENDER ASSISTANT

CRDC is seeking a person to assist the commercial lending and portfolio management staff at its office in Concord, New Hampshire.

CRDC is a mission focused (job creation, property tax base enhancement, downtown redevelopment project financing, economic development) non-profit regional development corporation that provides gap financing loans working closely with our commercial lending partners and governmental collaborators using a variety of federal (SBA 504, USDA IRP) and state (CDFR HUD CDBG and Tax Credit loans) loan products. We are small staff of four seasoned professionals. We currently maintain an SBA 504 loan portfolio with 88 loans and \$23.2 million outstanding. Our direct loan portfolio has 78 borrowers with \$10.9 million outstanding.

CRDC also provides gap financing into high visibility impactful redevelopment projects in Cities and Towns in our core lending territory of Hillsborough, Merrimack and Sullivan Counties (Concord, Manchester, Bedford, Pittsfield, Franklin, Newport and Claremont).

The ideal candidate will be someone who has some level of credit analysis or non-profit development experience with the understanding that CRDC will provide appropriate training.

We are seeking someone willing to work somewhat independently committed to the non-profit economic development mission and willing to make a long-term commitment to CRDC. The goal is to grow the position into a loan officer.

The general tasks will include the following:

Loan Portfolio Servicing-borrower documents, financials, insurance, annual file reviews, site visits, etc.

SBA 504/Direct Loan Servicing/Closings

Borrower Liaison/Reporting Documentation

Direct Loan Underwriting and credit analysis/Loan Servicing/Closing/Follow-up

Outreach/Business Development

Please contact Stephen Heavener, 603/496-1875, sheavener@crdc-nh.com

Salary and benefits to be established based on experience.