Loan Operations Manager

The NC Rural Center manages several lending and investment programs that promote economic growth and job creation and retention in two primary geographic areas, 1.) All 100 North Carolina counties, with an emphasis on rural North Carolina; and, 2.) within a 17-state footprint across the Southeastern United States. The suite of programs is expected to grow to approximately $200 million in assets under management over the next five years. To learn more about the Rural Center’s lending and investment programs, visit ncruralcenter.org/lending.

Position Summary:
The Loan Operations Manager is responsible for helping to manage the operational processes for CornerSquare Community Capital, the Capital Access Program, the Loan Participation Program, and the Fund-of-Funds program. This process tracks from lender application through commitment to loan closing.

Responsibilities:

- Create, edit, and coordinate the completion of loan commitment letters.
- Review all required program documents, underwriting, leases, property appraisals, closing documents, and collateral documents for adherence to guidelines.
- Review final loan closing packages from lenders for completeness and adherence to guidelines prior to loan funding.
- Maintain underlying contracts with partner lenders and ensure they are current and in compliance.
- Develop a working knowledge of the loan system; enter new loans, enter and track daily disbursement and collection activity, and provide reports and analysis.
- Complete various internal and funder reporting requirements.
- Train with all members of the team to have a working knowledge of the program’s accounting requirements, functions, and procedures, and the program’s loan servicing and investment processes.

Qualifications:

- Four-year business degree preferred or two year accounting/business degree with five or more years of strong, relevant experience.
- Strong capability with MS Office programs (esp. Word and Excel), comfort with spreadsheets and financial terminology, and the ability to learn new software applications.
- Commercial loan-closing and documentation experience.
- Working knowledge of community bank document origination systems a plus.
- Paralegal experience a plus.
- Knowledge of lending practices and small-business finance.
- Good writing and analytical skills.
- Excellent verbal and written communication skills.
- A team player who enjoys achieving results and has fun doing it.

Compensation:
The Rural Center offers excellent benefits and salary commensurate with experience. Benefits include health, vision and dental insurance, life and disability insurance, retirement contributions, holidays, paid time off. The Rural Center is an equal opportunity employer.

How to apply:
- Prepare a cover letter and resume specifically tailored for this opportunity and email them as a Word or PDF document to hr@ncruralcenter.org; the subject line of the email should include your name and the position title. Applications will be reviewed on a rolling basis and position will remain open until filled.
- The NC Rural Center is committed to cultivating a workplace in which diverse perspectives and experiences are welcomed and respected. We do not discriminate on the basis of race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology, or membership in any other legally protected class. We strongly encourage individuals with diverse backgrounds to apply.

About the NC Rural Center
For 30 years, the NC Rural Center has worked to develop, promote, and implement sound economic strategies to improve the quality of life of rural North Carolinians. The Rural Center serves the state's 80 rural counties, with a special focus on individuals with low to moderate incomes and communities with limited resources.

About CornerSquare Community Capital
Launched in September of 2020, CornerSquare Community Capital (CSCC) is a nonprofit subsidiary of the NC Rural Center, an organization that has been working for more than 30 years to develop sound economic strategies to improve the quality of life of rural North Carolinians and individuals with low-to-moderate incomes. Building on the NC Rural Center’s legacy of increasing capital access to those small business owners who need it the most, CornerSquare is designed to strengthen the lending infrastructure of Community Development Financial Institutions (CDFIs) by providing more equitable access to commercial capital for individuals who may face additional barriers, which includes women, people of color, and individuals of low-to-moderate incomes. Established from a founding contribution of $40 million by Truist, the bank that emerged from the SunTrust and BB&T merger, CornerSquare Community Capital purchases a portion of loans originated by participating CDFIs to eligible businesses, which decreases lending risk and allows CDFIs to make more loans to entrepreneurs.