



Position Announcement

Loan Operations Associate

The NC Rural Center is seeking a loan operations associate to maintain responsibility for the operational processes for the State Small Business Credit Initiative (SSBCI) and CornerSquare Community Capital, Inc. SSBCI programs include the Rural Center's Capital Access Program, Loan Participation Program, and Fund-of-Funds program. These processes track from lender application or investment call through funding and post-closing.

For more than 30 years, the Rural Center has been committed to its mission of developing, promoting, and implementing sound economic strategies that improve the quality of life of rural North Carolinians, with a special focus on individuals with low-to-moderate incomes and communities with limited resources.

CornerSquare Community Capital is a new subsidiary of the NC Rural Center and operates within Truist Bank's 17-state footprint. CornerSquare launched in September 2020, and it, alongside the Rural Center's other lending programs, promote economic growth and job creation and retention. The suite of programs is expected to grow approximately \$350 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 and cornersquare.org.

The loan operations associate will report to the managing director.

RESPONSIBILITIES

- Work directly with lending partners to complete approved loan applications/packages and identify any risk/compliance factors.
- Review all required program documents, underwriting, leases, property appraisals, closing documents, and collateral documents for adherence to guidelines.
- Create, edit, and coordinate the completion of loan commitment letters.
- Review final loan closing packages from lenders for completeness and adherence to guidelines prior to loan funding.
- Analyze the loan disbursement requests and any additional documentation that may be needed.
- Develop a working knowledge of the loan system; enter new loans, enter and track daily disbursement and collection activity, and provide reports and analysis.
- Process documentation for enrollments and claims into various lending programs.
- Complete various internal and funder reporting requirements.
- Ensure loan documentation, loan closings, loan files, audits, and operational risks are managed consistent with policies as well as keeping up with the various lending partner's standards.



- Maintain underlying contracts with partner lenders and ensure they are current and in compliance.
- Assume a role in loan operations-related projects as needed and participate in projects of other departments where loan operations representation is needed.

REQUIREMENTS

- Commercial loan-closing and documentation experience.
- Knowledge of lending practices and small-business finance.
- Strong capability with MS Office programs (especially Word and Excel), comfort with spreadsheets and financial terminology.
- Good writing and analytical skills.
- Exceptional written, oral, and interpersonal communication skills.
- Working knowledge of community bank documentation origination systems or paralegal experience is preferred.
- Two- or four-year accounting/business degree with strong, relevant experience is a plus.

COMPENSATION AND BENEFITS

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

How to apply:

- The NC Rural Center is committed to cultivating a workplace in which diverse perspectives and experiences are welcomed and respected. We are proud to be an Equal Opportunity Employer. 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.
- 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 positions will remain open until filled.
 - For questions not covered above, contact Armeer Kenchen, executive director of Small Business Credit Initiatives and CornerSquare Community Capital, by emailing akenchen@cornersquare.org.



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 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.