



## Position Posting

### Associate Business Development Officer (ABDO)

#### Our Company:

Capital Certified Development Corporation (Capital CDC) is the leading Small Business Administration (SBA) 504 Loan Program lender in Texas. Since its inception in 1993, Capital CDC has provided over \$1 billion in loan proceeds to nearly 2,000 small businesses. Capital CDC is aggressively expanding its presence and outreach to support the growing needs of small business owners throughout Texas and New Mexico. Our employees benefit from the compensation, support and work environment of an established lending firm, while reaping the opportunities and professional flexibility of a small and dynamic company.

This is an opportunity to grow with a company that is dedicated to the success of its employees as well as the businesses we assist. If you would like to join a team of committed professionals in a fast-paced, friendly work environment that promotes free-thinking and rewards effort, we want to meet you!

#### Job Purpose:

This position is responsible for the support of all Small Business Administration (SBA) activities, specifically the SBA 504 Loan Program, within the Houston market and surrounding region. The position will report to the Director of Business Development (or their assign) and work to ensure that Capital CDC is effectively outreaching and servicing its clientele in the Houston area. The position will represent Capital CDC in interfacing with lenders, borrowers and the SBA. This position is designed to provide the technical and sales training required to allow for a candidate to become a Business Development Officer within 24 to 36 months.

The Associate Business Development Officer (ABDO) will be required to work with both internal and external customers. The position will work to continually increase process efficiencies of the SBA 504 Loan Program delivery by Capital CDC. The utilization of training opportunities provided by the National Association of Development Companies (NADCO) as well as other relevant organizations, will be necessary and required in order to stay current on SBA 504 programmatic information as well as identifying best practices throughout the industry.

### **Duties and Responsibilities:**

- Work with borrower and lender to develop loan package to submit to Credit and Loan Processing seeking SBA approval.
- Serve as additional point of contact for lender, borrower and SBA assistance inquiries related to SBA 504 loan approvals.
- Work with loan closing staff to ensure that all required information has been gathered to ensure projects get closed and funded.
- Input of relevant project data into the Salesforce and the BMI database to ensure effective tracking of client data.
- Develop efficient systems for data collection, and information dissemination.
- Participate in, and ultimately coordinate, sales calls with potential borrowers and lenders.
- Make one-on-one, and group presentations, on the SBA 504 Loan Program.

### **Skills/Qualifications:**

- Ability to interface with a variety of internal and external customers, both in writing and verbally.
- The position will require attention to detail and allow for extensive independence for the creation of effective systems for more efficient operation.
- Computer skills are required to include Basic knowledge of Microsoft Office Suite (essential, particularly Word and Excel).
- Experience with lending practices and real estate is preferred. Knowledge of SBA products are a plus.
- Business development experience within financial services (Commercial Lending)
- Solid sales skills and evidence of sales success required
- Knowledge of the Houston Texas regional market
- Strong planning and organization skills
- Self-directed / self-starter
- Confident in presentation skills and speaking in group settings
- Basic understanding of business plans, financial principles, packaging
- Two to 4 years of college

### **Contact:**

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