



**ORGANIZATION:** SOLAR AND ENERGY LOAN FUND (SELF)  
**TITLE:** JUNIOR LOAN OFFICER  
**LEVEL:** MID- LEVEL POSITION  
**SALARY:** COMMENSURATE EXPERIENCE +Performance Based Bonus

**Job Description:** SELF is looking for an energetic self-starter who wants to embark in an exciting career in the non-profit, Community Development Financing (CDFI) world. This position will learn about alternative financing programs and will be helping local communities and working class families access affordable and socially responsible home repair loans. SELF is an award-winning, innovative CDFI, that has been successfully helping Floridians since 2010, and now is opening up offices in South Florida.

**MAJOR FUNCTIONS:**

- Work under Loan Program Manager (LPM) in South Florida to coordinate outreach efforts to property owners, associations, contractors, vendors, FL-SUN, target markets, neighborhoods and other interested parties to drive loan activity targeting low- and moderate-income communities;
- Responsible for customer relations, loan documentation, loan portfolio;
- Collect financial information from clients and perform a loan pre-qualification assessment;
- Assist clients with energy evaluations, product selection, loan processing, and project management;
- Create and implement marketing strategies with the LPM to accomplish programs goals; and,
- Report loan activity on a weekly basis to the RPM and Headquarters.

**KEY RESPONSIBILITIES:**

**Loan origination and closing. Customer Relations** - This position will analyze, comprehend, and disseminate all information pertaining to a consumer loan application to determine if the client is a good fit to the program. This position must have the ability to explain to customers the different types of sustainable building products, loans and credit options that are available, as well as the terms of these services. The Loan Officer will work with the LPM and SELF's Underwriting Department to present the clients with all the necessary information to be evaluated for a loan and they must follow-up with clients to ensure the proper closing of the loan. He/she must also follow-up with clients of delinquent loans to prevent default by maintaining a good relationship and helping find solutions for the client. This position will require organizational skills to manage loan pipeline, follow up and closing. The loan officer will also manage project completion with contractors and ensure proper handling of files. This position will report directly to the South Florida RPM and SELF-Headquarters.

**EXPERIENCE, ABILITIES, EDUCATION and OTHER REQUIREMENTS:**

- Minimum of 1 year of experience as a loan officer required; SBA lending experience preferred.
- Some experience with loan processing and financial software and programs preferred;
- Excellent communication and interpersonal skills, customer service, and sales;
- Team player, self-starter, and ability to multi-task;
- Basic knowledge of sustainable building practices, energy efficiency and renewable energy technologies preferred but not needed.
- Willingness to travel throughout the South Florida MSA region
- Experience with Microsoft Word, spreadsheets, and Salesforce preferred.

Interested Applicants should submit resume and cover letter stating why they would like to work for SELF, to Doug Coward, Executive Director, SELF, at [dougc@solarenergyloanfund.org](mailto:dougc@solarenergyloanfund.org)