



**ORGANIZATION:** SOLAR AND ENERGY LOAN FUND (SELF)  
**TITLE:** LOAN OFFICER FOR GEORGIA (focus on Atlanta Metro Region)  
**LEVEL:** MID- LEVEL POSITION  
**SALARY:** COMMENSURATE WITH EXPERIENCE (\$50,000– \$75,000)

**Job Description:** The nonprofit SELF organization is a national award-winning Community Development Financial Institution (CDFI) with a twelve-year track record of helping Low- and Moderate-Income (LMI) homeowners in the S.E. United States access low-cost financing for sustainable home renovations. SELF has developed multiple lending program for homeowners (i.e., green home loans), landlords (i.e., SEER), and gap financing for developers (i.e., SAGE). SELF is looking for an energetic self-starter who wants to embark on an exciting career path in the non-profit, community development financing sector, with a focus on energy equity, energy efficiency, solar, resilience, and helping people in need. This LO position will primarily assist residential clients and landlords with innovative financing programs and project coordination, as well as contractor recruitment, community outreach.

**MAJOR FUNCTIONS:**

- Responsible for customer relations, loan documentation, and loan closings.
- Collect financial information from clients and perform a loan pre-qualification assessment.
- Assist clients with product selection, prescreening contractors, fair pricing, project coordination, and loan processing.
- Build collaborative relations with local contractors and government partners to accomplish programs goals.
- Report regularly to SELF’s Loan Program Manager and Executive Team.

**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 loan programs that are available, as well as the terms of these services. The Loan Officer will work with 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 these loan. This position will require organizational skills to manage loan pipeline, follow up and closing. The loan officer will also assist with contractor relations and ensure proper handling of files. This position will report directly to the Loan Program Manager, with additional oversight by the Executive Director and Director of National Expansion and Partnerships.

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

- Minimum of 3 years of experience as a loan officer preferred.
- Extensive experience with loan processing and financial software and programs preferred.
- Excellent communication and interpersonal skills, customer service, and sales.
- Experience working with non-profits and low- and moderate-income (LMI) communities preferred.
- Team player, self-starter, and ability to multi-task.
- Basic knowledge of home renovations, sustainable building practices, solar, and energy efficiency preferred.
- Willingness to travel throughout the Atlanta Metro Region and occasionally the State of Georgia.
- Experience with Microsoft Word, spreadsheets, Salesforce, and iCloud preferred.

Interested applicants should submit a resume and cover letter, stating why you would like to work for SELF and why you are best-suited for this position, to Doug Coward, Director of National Expansion and Partnerships, SELF, at [dougc@solarenergyloanfund.org](mailto:dougc@solarenergyloanfund.org).