



202 Falls Ave., P.O. Box 5079, Twin Falls, ID 83303-5079 ♦ Phone (208) 732-5727

BUSINESS DEVELOPMENT OFFICER

Organization Relationship:

Reports to: President and Loan Program Manager

Supervises: N/A

FLSA Status: Exempt

Salary: \$70,000 to \$75,000 DBE

Job Summary

Market the organization and its small business loan programs to business lenders, business owners, and centers of influence. Must have knowledge about all loan programs and products offered by the organization. Assist clients and RIVDA Team members through the commercial loan origination and funding processes. Participate in the development and carry out new business development and marketing efforts established and approved by the President and Loan Program Manager. This position reports to the President and Loan Program Manager.

The Business Development Officer position will be focused on delivering the company's small business loan programs throughout the Idaho southwest region including Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley, and Washington Counties. An emphasis of this position is to deliver these small business loan programs and other small business resources to the rural areas of the region.

Duties and Responsibilities

The successful candidate should be able to perform the following duties and fulfill the following responsibilities:

- Be knowledgeable about the organizations small business lending programs including lending parameters, terms, and how they might benefit the lender and the business owner
- Market the organizations lending programs to business lenders, business owners, commercial loan officers and banking institution, and other centers of influence
- Execute a marketing plan with input from management that includes expected frequency of contact with customers and prospects and method of contact.
- Participate in joint calls and presentations with other members of the Loan Department
- Interview applicants to determine financial eligibility and feasibility of loans.
- Pre-flight lending opportunities with the Loan Program Manager.
- In coordination with the Loan Program Manager and Loan Officers, assist in gathering information needed to complete a loan package
- Communicate with business owners regarding the status of their application and application decisions
- Assess customer needs, explore all options and introduce different types of loans

- Go the “extra mile” to build trust relationships, customer loyalty and satisfaction throughout the underwriting process
- Assist clients, banking partners, Loan Officers and the Loan Closing Specialists as needed through the loan closing process
- Operate in compliance with laws and regulations and adhere to lending compliance guidelines
- Other duties as assigned

Qualifications

- Bachelor’s Degree in Marketing, Accounting, Finance, Business Administration, or related field preferred
- 2+ Year of experience in related fields
- Strong leadership skills
- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent time management skills with a proven ability to meet deadlines.
- Must have a valid and current driver’s license and has reliable transportation to travel throughout Southern Idaho. (Note: Travel by private automobile is reimbursed at the per mile rate currently in effect by the State of Idaho government for personal vehicle travel.)

Physical Requirements

- Work primarily in a professional office/classroom environment. Routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets and other common office equipment and accessories.
- Frequent standing; walking; use of hands to finger, handle or feel; and reach with hands and arms.
- Ability to lift/move up to 30 lbs. frequently, and up to 50 lbs. occasionally.
- Travel up to 50% throughout Southern Idaho.
- Must have the ability to travel through Southern Idaho and has a reliable mode of transportation to visit banking partners, clients, project sites, attend workshops, and meetings throughout Southern Idaho.

We offer a competitive salary package, including benefits such as health insurance, retirement plan, and professional development opportunities. Join our dynamic team and contribute to the growth of our organization.

To apply, please submit a cover letter and your resume highlighting your relevant experience. For more information about our company, visit our website at rivda.org.