



Job Description	
Business Development Officer	
Reports To: Business Finance Director	FLSA Status: Exempt
Position Status: Regular, Full-Time	Revision Date: March 2023

Summary

The Business Development Officer will be responsible for developing and maintaining relationships with borrowers and lenders to grow the Big Sky Finance loan portfolios. The primary focus will be promoting the SBA 504 Loan program across Montana. This position will also assist with loan underwriting, loan packaging and servicing of new and existing loans.

Essential Duties and Responsibilities

To perform the job successfully, an individual must be able to perform each essential duty to a high level. Duties are performed with minimal direction or supervision from the Business Finance Director and are a representation of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PRIMARY DUTIES

Business Development:

1. Promotes Big Sky Finance loan programs to prospective borrowers, lenders, and other referral partners across Montana to achieve successful loan portfolio growth.
2. Identifies and participates in the implementation of new business development opportunities.
3. Engages with the community to source new clients and build positive business relationships.
4. Conducts lender and partner training in group and one-one-one settings as well as participating at special events to market Big Sky Finance loan programs.
5. Meets with applicant and lender to obtain initial loan information, discuss process, and screen projects for program eligibility.
6. Works with Loan Officers to structure financing and proposes financing structure to applicant and participating lender.
7. Maintains relationships with prospects, lenders, and referral partners on a consistent basis.
8. Works with organizational marketing team to develop marketing strategies and materials.

SECONDARY DUTIES (PERFORMED ON AN AS-NEEDED BASIS)

Loan Underwriting:

1. Analyze applicant’s financial status and credit worthiness to determine feasibility of approving loans.
2. Conduct underwriting analysis of potential loans and prepare a thorough loan summary.
3. Determine whether credit, income, and source of funds are stable and adequate for repayment in accordance with Big Sky Finance and SBA guidelines.
4. Ensure applicant and project meet SBA 504 Loan program and organizational policies and eligibility.
5. Make a recommendation based on complete financial analysis and present to Loan Committee for approval.
6. Prepare and submit accurate loan application package to SBA and monitor through approval.

Loan Servicing:

1. Collect, spread, and analyze borrower's financial statements annually.
2. Monitor existing loan portfolios to ensure proper risk ratings and early identification of potential problems.
3. Ensure compliance with requirements set forth in loan documents and Big Sky Finance policies.
4. Respond to and complete advanced servicing requests.

GENERAL DUTIES

1. Support Big Sky Finance's relationship culture through on-going customer and partner contact, quality customer service, and superior product knowledge.
2. Support the Director of Business Finance.
3. Work cohesively with Big Sky Finance Loan Officers and Specialists.
4. Other duties as assigned.

Required Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skill, and/or abilities required.

- **Communication Skills**— Successfully works with a variety of people and communicates effectively in written form (email, letters), over the phone, and in person. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, proper grammar, and professional etiquette.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **SBA Loan Programs** – Understanding of the SBA 504 Loan Program and/or SBA 7a Loan Program and its requirements.
- **Accounting and Finance** — Firm understanding of accounting principles and practices, banking and the analysis and reporting of financial data.
- **Analytical** - Ability to spread and analyze financial statements of various types. Ability to formalize an opinion from the statements and make a recommendation.
- **Detail Orientated** – Ability to achieve thoroughness and precision when accomplishing a task while ensuring small details are not overlooked. Checks and double checks work for accuracy.
- **Project/Process Management** - Ability to handle multiple tasks at a time and under pressure to meet deadlines and work demand. Ability to accurately type and enter information into a computerized system.
- **Office Equipment/ Computer/Technical** – Proficiency in 10-key data entry, basic office and computer equipment, as well as an ability to use Microsoft Office Suite products. Intermediate use of Microsoft Excel.
- **Accounting Software** – Ability to learn and independently navigate the Ventures+ loan management system.

Minimum Qualifications

1. Bachelor's degree in Business Finance, Accounting, or related business field; or equivalent combination of education and job-related experience.
2. 3-5 years Commercial credit underwriting/analysis and/or lending experience.
3. Demonstrated Business Development experience.

Job Requirements

Additional job requirements include:

1. This job requires work-related travel, primarily throughout Montana, with occasional overnight stays, by personal vehicle, rented vehicle or commercial transportation to participate in business-related meetings. Occasional driving required.
2. Must have reliable transportation, be able to operate a motor vehicle, have a valid driver's license, and can travel.
3. Office hours are generally 8 a.m. until 5 p.m. This is a full-time, salaried, exempt position. The weekly schedule may fluctuate because of early morning, lunch hour, or evening and weekend work.
4. Work is performed in the Big Sky Economic Development offices as well as at vendor and agency offices and other meeting or project sites.

Physical Demands

This job requires the ability to work on a computer for prolonged periods of time, perform data entry, handle paperwork, speak (with clarity) and hear, and be able to move up to 25 pounds. The employee is frequently required to walk, sit, and climb or balance. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

Working Environment

Work is in a standard office environment with noise levels that are usually moderate. Working conditions require high attention to detail and deadlines frequently.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties, and skills of the employees in those positions(s). Duties, responsibilities, and activities may change at any time with or without notice.

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that Big Sky EDA reserves the right to revise or change this job description as the need arises. I have reviewed this job description and received a copy.

Employee Signature

Printed Name

Date