



## **SMALL BUSINESS LOAN UNDERWRITER JOB DESCRIPTION**

Invest Atlanta is seeking a highly organized, hardworking and self-motivated Small Business Loan Underwriter to work with a special small business loan program needed to help small, minority and female businesses in the City of Atlanta recover from the economic shock caused by the recent pandemic.

The Small Business Loan Underwriter is an essential part of Invest Atlanta's ability to serve the small businesses impacted the most by COVID-19 in the City of Atlanta. The Small Business Loan Underwriter will assist in screening and identifying businesses that can qualify to receive our loan products. This position will report to the Director of Small Business. The successful candidate will be offered a 2-year full-time position with benefits.

### **KEY RESPONSIBILITIES**

- Review small business applications submitted to Invest Atlanta through our On-line portal.
- Provide general technical assistance to businesses interested in our loan products.
- Communicate with clients who have applied or might need to provide additional information to get their request approved.
- Prepare a Credit Evaluation Memorandum for each deal to be presented to the Credit Review Committee.
- Manage the approved deal process of applicants which includes, drafting commitment letters, closing attorney instructions, loan draw down process and site inspections.
- Marketing the various loan programs as needed.
- Additional responsibilities as identified by the Director of Small Business Development.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Excellent communication, written, interpersonal and business management skills.  
Possess strong communication, time management and organizational skills.  
Experience in financing small, minority and female businesses with special consideration made to applicants who have worked with businesses in the City of Atlanta is preferred.



## **QUALIFICATIONS**

Minimum Qualifications Required: B.A. or B.S. from an accredited college or university with a major in business administration, public administration, urban planning, real estate finance, economics or related field with minimum five (5) years of progressively responsible corporate or government experience in real estate finance and retail development **OR** an equivalent combination of education and experience.

- Excellent communication, written, interpersonal and business management skills.
- Possess strong communication, time management and organizational skills.
- Experience in financing small, minority and female businesses with special consideration made to applicants who have worked with businesses in the City of Atlanta is preferred.

**Resumes should be submitted to: [jobs@investatlanta.com](mailto:jobs@investatlanta.com).**

Invest Atlanta is an Equal Opportunity Employer. All qualified applicants, including but not limited to Minorities, Females, Disabled and Veterans are encouraged to apply.