



165 Western Ave N  
Suite 8, Office #100  
St. Paul, MN 55102

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**Position:** Lending Specialist

**Supervisor:** Director of Lending

**FLSA Status:** Full Time, Exempt

**Location:** Combination of remote and office based  
**\*Must be in Twin Cities area\***

**Department:** Lending

**SALARY:** \$55-63k

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**Organization Summary:**

WomenVenture is a 501(c)(3) nonprofit organization with a mission to empower women to achieve their economic goals by building profitable and sustainable businesses that transform communities. We execute on this mission through a four-pillared programming approach that includes training, loans, coaching and a community of support. Our organizational values are inclusion, impact, and innovation, and we seek out candidates who exemplify these characteristics.

**Position Summary:**

The Lending Specialist's role supports the WomenVenture mission and vision through careful, thoughtful activities including loan inquiries, underwriting, loan closing, post-close and general loan team support, and record keeping.

**Core Duties:**

Loan Inquiry:

- Act as the first point of contact for those who inquire about the loan program-- via the Lending Inbox, WV general phone number, as a referral from external agencies interested in collaboration, partnership, and potential participation on various transactions.
- Follow up with potential applicants which includes providing general information about the loan program, instructing existing applicants seeking guidance/assistance in completion, submission of the application and collection of required personal and business-related information and documentation needed by Loan Officers.
- Track items received and outstanding for each applicant; follow-up as needed / requested by Loan Officers and Sr. Lending Specialist.
- Maintain record of all applicants from date of inquiry through loan satisfaction and release.

Underwriting:

- Pull due diligence reports.
- Continue assistance to Loan Officers gathering other information as needed.
- Upon loan approval the LS will manage the loan closing process.

Loan Closing

- Work with clients and consult with Loan Officer / Director of Lending to satisfy all final prior to closing requirements.

- Manage and update Loan Process Checklist.
- Prepare loan documents and submit for audit.
- Manage the signing process with the client. Includes
  - Delivery of closing documents
  - Coordinate / schedule closings
  - Send documents for e-signature, follow up as needed.
  - Arrange and facilitate physical signings when ink signature is required.
- Manage loan disbursement process.
- Prepare and submit perfection of collateral to appropriate authorities. Includes vehicle liens, UCC filings, mortgages, etc.

#### Post-close and General Loan Team support

- Post-closing check-in: collaborate with internal partners to collect and file any post-closing documents, including Proof of Use of Funds.
- Provide general assistance to the loan function as assigned by Director of Lending / C.F.O. / Loan Portfolio Manager.
- Other duties as assigned.
- Provide support to Loan Officers in the processing of loan modification requests and approvals.
- Collections – loan servicing support to loan portfolio manager on past due loans.
- Provide additional support in processing Revolving Line of Credit customer draw requests.
- Annual data collection support.
- Monthly UCC continuation reporting.
- Process and perfect collateral releases.
- Willingness to provide physical presence and representation of organization at various internal and external meetings, community, and stakeholder events.
- Aptitude for public speaking

#### Record-keeping

- Organize and maintain physical and electronic loan files.
- Complete loan set-up accurately in C.R.M.
  - Gather all data elements for loans from client data forms, loan closing, underwriting documents and, searches etc.
  - Ensure accurate data entry into data management system.
  - Check work and resolve open issues.

#### Support CFO

Other duties, tasks, and responsibilities that may be assigned at any time.

#### **Required Skills & Experience:**

- Excellent customer service.
- Capable of maintaining strict confidentiality.
- Attention to detail, ability to follow complex tasks through to completion.
- Strong written and verbal communication skills, including the ability to write reports.
- Ability to make reasonable decisions and employ problem-solving skills.
- Proficiency in utilizing database programs, Excel spreadsheets and other standard Microsoft Office software. Ability to learn new software/ systems & stay up to date on computer skills.
- Strong organization, prioritization, and time management skills.
- Ability to work cooperatively with internal and external partners, complex systems, and workflows.

- Excellent cultural competencies and ability to collaborate across diverse perspectives, ideas, and people with diverse backgrounds.
- High level of commitment to issues of gender equality and the social mission of the agency.
- Flexible and adaptable team player

**Preferred Education & Experience:**

- Associate degree or higher.
- 1-2 years of loan administration experience in a financial institution.

**Application Procedure**

Interested candidates should email a cover letter and résumé (both required) to [hr@womenventure.org](mailto:hr@womenventure.org) with “Lending Specialist” in the subject line.

**Benefits**

WomenVenture takes great pride in providing exceptional benefits to our staff. Employees are eligible for 18 paid holidays and 18 PTO days starting their first year. WomenVenture offers medical, dental, vision, short term disability, long term disability, and life insurance. WomenVenture offers a paid paternity leave, health savings account, flexible spending account, pre-tax transportation, and an employee assistance program. Employees can also participate in a retirement plan with an employer match.

**Work Environment/Physical Demands**

While performing the duties of this position, the employee is frequently required to sit for extended periods and may be required to stand for an extended period. The employee may occasionally move items weighing up to 25 pounds. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions of the position.

*This position description is intended to describe the general nature and level of work being performed by people assigned to this position. **It is not intended to be an entire list of all activities, tasks, and skills required of people in the position.***

*WomenVenture is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*