



Job Description

Job Title:	Business Financing Specialist
Reports to:	President & CEO
FLSA Status:	Salaried Exempt

Job Summary

The Business Financing Specialist is responsible for the oversight, planning and procurement of project funds and / or other incentives for the organization and for the clients it serves. As such, the Business Financing Specialist will research and identify funding programs pertinent to organizational projects and will oversee and underwrite grants and loans as required. The incumbent shall also act in a liaison capacity to area businesses and local organizations to understand their needs and to provide assistance, where needed, while also representing CAN DO in matters related to Economic Development as necessary. Further, the incumbent will work with other departments to implement activities that assist in making the community more livable while aligning efforts with the mission of the organization.

Funding / Incentives - The person holding this position is responsible for the oversight of the securitization of funding for CAN DO's projects, financial assistance for new and existing business and for procuring the funds or other incentives necessary in the pursuit of the economic development in the community. An essential segment of this responsibility is the assurance of compliance with all terms, conditions and reporting requirements of the loans or grants procured for CAN DO or its clients in a timely manner. The incumbent should possess both the financial aptitude to understand credit analysis, underwriting and loan packaging from multiple sources of funding while also having the capability to write grant applications.

Business Liaison – Another function of the Business Financing Specialist is to keep industries and small businesses informed of programs and services that would benefit their operations, including funding sources and incentive programs which may assist in job creation or retention. A retention and expansion program, inclusive of regular visits with industry, is an important responsibility of the Business Financing Specialist.

Using information obtained through the retention and expansion program, the Business Finance Specialist will recommend or implement initiatives that would help address the issues and concerns raised by industry. Furthermore, the incumbent will serve in an administrative role with respect to both the Humboldt and Valmont Park Associations.

Entrepreneurship – The Business Financing Specialist is to work with the Director of Economic Development in efforts to assist entrepreneurs and to improve the entrepreneurial spirit within the community. Specifically, the incumbent shall

work with entrepreneurs to assist in identifying financing needs and provide funding solutions.

Essential Duties and Responsibilities

The entire organization is impacted by the work of the incumbent. More specifically, the organization will look to the incumbent to secure project funding and forward economic development initiatives.

1. By providing credit analysis and financial packaging services to clients, CAN DO will help to create/retain jobs and derive additional operational income in the form of service fees.
2. Through obtaining project funding which will impact CAN DO's ability to develop land and buildings and to pursue community development projects.
3. Implementing a robust business retention and expansion program which will require interaction with businesses and an understanding of the needs of area businesses.

GENERAL

- Oversight, planning, procurement and administration of both grants and loans needed by the organization for, but not limited to, the acquisition and development of land, construction of buildings, and general operation of the organization.
- Assist clients in the procurement and administration of funds and / or incentives they need for the acquisition or construction of buildings, the acquisition of equipment, working capital, and other client needs.
- Following the procurement of funds, the incumbent is responsible for the compliance of all funding regulations, terms, conditions and all reporting requirements for which CAN DO is obligated by virtue of the acceptance of the grant or loan.
- Maintain contact as liaison with local businesses and local organizations. Provide guidance, information, and assistance as necessary to assure continued growth within the Greater Hazleton Area.
- Provide assistance in other staff and business development areas as necessary.

SPECIFIC

- As part of the Partnerships for Regional Economic Performance (PREP), make periodic contacts with selected area businesses to inform and remind each of the assistance programs available to them as well as the varied applications of each. Collect and convey, as appropriate, specific information as required by the State.
- Advise clients of the range of funding possibilities and counsel clients

- regarding the most appropriate for the situation.
- Be aware of, and maintain, files which contain information about all known financing programs.
 - Identify new programs which CAN DO may offer to expand the reasons for a business to locate to the Hazleton Area. These programs would include but not be limited to loans, grants, incentive zones, tax incentive programs, etc.
 - Supervise in the preparation, submission and administration of all loans or grant applications.
 - Perform credit analysis and underwrite deals for perspective submission of funding to various funding agencies.
 - Develop good working relationships with staff of the various funding agencies.
 - Act as a liaison between clients and various funding agencies.
 - Prepare requests for the periodic disbursement of funds for approved grants and loans and assist legal counsel in preparation for loan closings.
 - Attend periodic workshops, which upgrade information on the various grant and loan programs.
 - Administration of all approved loans and grants.
 - On occasion, travel outside the Hazleton Area will be required.

Qualifications

Education:

Bachelor's Degree or equivalent experience in economic development, business or finance related field.

Experience:

- Knowledge in grant preparation and financial underwriting for commercial loan packaging
- Knowledge working with different levels of government and funding programs
- Ability to develop and execute business outreach and retention strategies
- Strong planning and organizational skills; detail-oriented
- Ability to work independently and multi-task
- Good time management and ability to work within deadlines
- Good presentation and communication skills, verbal and written
- Personable and outgoing; ability to work well with others
- Ability to maintain confidential information

Language Ability:

Ability to read, analyze, and interpret general and financial business documents. Must have excellent verbal and written communication skills.

Math Ability:

Ability to calculate and analyze basic figures and amounts including addition, subtraction, multiplication and division.

Computer Skills:

To perform this job successfully, an individual should have working knowledge of Microsoft Word, Excel, Power Point, and Outlook.

Work Environment

Office hours: 8:30 a.m. – 5:00 p.m.

Travel: Moderate local travel may be required in this position

Working conditions: Normal for an office environment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, use hands to handle or feel and talk or hear.
- The employee is frequently required to stand; occasionally walk and reach with hands and arms.
- The employee may on occasion stoop or kneel.
- The employee must regularly lift and/or move up to 20 pounds and may occasionally lift and/or move up to 50 pounds.

Number of Direct Reports

This job as of the date indicated has no direct reports.

Date created:	<i>2/26/22</i>
Date approved:	
Approved by:	

Date reviewed:	
Reviewed by:	
Date revision approved:	