



We are seeking a Loan Officer

Help build a strong and inclusive economy by expanding small business opportunities for Vermonters.

If you are:

Curious about how to apply business and technical skills in creative ways that have a real impact on people's lives...

Eager to contribute to our strategy to grow good jobs, livelihoods, and diverse small business ownership to build a more equitable economy in Vermont...

Interested in building and continuing a career in small business finance...

Community Capital of Vermont might be the place to put your talent and passion to work!

Who we are:

Headquartered in Central Vermont, Community Capital of Vermont is a Community Development Finance Institution focused on economic and microbusiness development in Vermont. Our mission is to *help small businesses and lower income entrepreneurs prosper through the provision of flexible business financing.*

Over 60 percent of our financing and advice go to businesses expanding opportunities for low-income communities and others who our economy has left behind. Learn more about us [here](#).

Who we are seeking:

We are seeking a Loan Officer whose core work will be to assess business financing requests and nurture client relationships across the full lifecycle of a loan, from inquiry to maturity.

- You have a passion for boosting Vermont's vitality and resilience in true partnership with those seeking to start or grow a small business.
- You can communicate effectively with a wide variety of entrepreneurs and stakeholders.
- You bring diverse perspectives and approaches to our team, enjoy the opportunity to work with people from a wide range of backgrounds, sectors, and identities, and foster strong relationships with clients and colleagues.
- You have lived experience as a part of, or authentic and accountable relationships with under-resourced people or communities.
- You have strong time management, critical thinking, and organizational skills.

In this role:

- You will review and assess financing requests from a wide variety of companies, cooperatives, and nonprofit organizations in alignment with Community Capital of Vermont's mission and lending philosophy.



- You will be a part of the full process of engaging and serving borrowers, focused on tangible uplifting for Vermont's businesses and people from traditionally under-resourced communities.
- You will meet and work together with potential borrowers to review their business and assess viability.
- You will underwrite, close, and manage a portfolio of existing loans.

Preferred candidates will have:

- A degree in business, finance, or a related field; or an equivalent combination of education and professional experience.
- Two years of experience in banking, lending, or another financial field.
- Experience with underwriting and closing loans.
- Business development and outreach skills.
- Experience with CDFIs or other mission-driven, community-based enterprises.
- Excellent communication and customer-focused skills with an emphasis on a diverse clientele.
- Thorough knowledge of all aspects of business management, planning, and financial statement analysis.
- Technical and systems/software acumen; willingness to learn new technologies and software skills.

Other details:

This is a full-time, exempt position with competitive benefits including paid holidays and vacation, health insurance, and retirement with an employer match. After an initial training period, we offer a hybrid schedule of up to two days working remotely each week. This position is based out of Montpelier, VT. The salary range for this position is \$50,000 - \$57,000 a year depending on qualifications.

To Apply:

Please submit a cover letter and resume to: info@communitycapitalvt.org or Community Capital of Vermont, PO BOX 342, Barre, VT 05641-0342.

Community Capital of Vermont, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.