

# STLPARTNERSHIP

## Business Development Officer

### *Work to Improve and Increase Economic Opportunities in the St. Louis Region*

The St. Louis Economic Development Partnership (STLPartnership) is a Missouri non-profit corporation organized for the purposes of advancing the social welfare, health, and economic interests of the St. Louis region and its residents. In furtherance of its organizational purposes, STLPartnership provides governmental economic development services to both St. Louis County and the City of St. Louis.

STLPartnership aligns regional efforts in business development, business finance, entrepreneurial support, and international trade services and provides a broad range of services to boost innovation and entrepreneurship, support business retention and expansion, enhance the region's global relevance, and revitalize communities. STLPartnership is a key facilitator of initiatives to encourage equitable economic prosperity and resiliency in the St. Louis region.

### Position Description

The Business Development Officer in the Business Finance Department is responsible for marketing the many loan programs of the St. Louis Economic Development Partnership, including the SBA 504 loan program, throughout St. Louis City and County. In addition to managing the loan application process for the 504 and other STLPartnership loan programs from receipt of the application through the approval process.

### Job Duties

- Market the 504 loan program, and the other STLPartnership loan and bond programs, to various groups including, but not limited to bankers, accountants, attorneys, real estate agents, chambers of commerce, business associations, and trade groups; provide guidance to St. Louis County and City businesses who need assistance with financing options, and act as a resource center to provide them with the information they need.
- Meet with applicants to assist with the application including providing a detailed explanation of the programs, assist with completing the application, gather the necessary supporting documentation and required fees.
- Provide essential information to St. Louis County and City businesses who are in search of vital information, be it for starting a business, reviewing business plans, providing direction to alternative financing sources, or making referrals to other St. Louis County and City business assistance providers.
- Assist the senior leadership with developing marketing programs for the entire division.
- Evaluate, process, and recommend loans by analyzing both business and personal financial statements, credit reports, company history, and collateral/guaranty values; prepares loan officer report and complete loan package for credit committee and board review, and in some instances, final review by third party. This includes entering all 504 loan information or other loan product information into the specialized software utilized for all loan programs.

- Engage in customer service by talking with clients (e.g., bankers, attorneys, accountants) about loan application, loan requirements, manage issues regarding the approval process with BFC Board and SBA and in expediting paperwork with the client.
- Assist loan closing officer with project changes and client meetings during the closing process.
- Assist with various BF projects including production of some reports, provide input in updates to policy changes, input on various marketing plans and general division planning.
- Monitor federal, state, and local regulations and changes to loan programs and disseminate information to staff and public, as needed.
- Monitor internal guidelines, policies and procedures; update systems as necessary and disseminate information to appropriate parties.
- Community involvement required to facilitate a positive image is maintained of the organization to the community.
- Must display a positive attitude within and outside of the organization.
- Perform various other duties and functions as required or assigned within area of expertise or scope of the position.

### **Professional Qualifications:**

#### Education

Bachelor's degree from an accredited institution with major course work in business, finance, accounting, commercial lending, or closely related field.

#### Experience and Skills

- At least two years of related work experience, or other equivalent combination of education and experience; preferably knowledge of the SBA 504 Loan Program.
- Knowledge of economic, financial, accounting, marketing principles and practices, the financial markets, and the analysis and reporting of financial data; experience in sales a marketing a plus.
- Ability to adhere to policies, practices, and procedures involved in the administration/closing of Small Business Administration loans (i.e., understand, interpret, explain, and apply relevant policies, procedures, and regulations).
- Experience with practices involved in banking and real estate transactions and associated legal documentation.
- Understand laws and regulations governing finance programs.
- Ability to demonstrate knowledge of relevant legal terminology encountered in the course of work.
- Communicate strongly both orally and in writing; ability to speak publicly (e.g., small groups).
- Excellent organizational skills, attention to detail, proficiency in calculating numerical formulas and verify accuracy of amounts and calculations.
- Ability to manage multiple tasks and work independently to meet strict deadlines.
- Read and interpret financial statements and credit bureau reports.
- Organize and prioritize to ensure effective workflow and response to deadlines.
- Comprehend and make inferences from written materials.
- Establish and maintain effective working relationships with borrowers, Small Business Administration, bankers, accountants, attorneys, title company personnel, board members, staff, and the general public.
- Proficient with modern office practices and procedures, equipment, and systems. Use basic computer word processing and spreadsheet/database management applications (i.e. Microsoft

Word/Excel/Access/PowerPoint applications and perform and accomplish the requirements of the job using appropriate general office equipment, use and set up equipment needed for presentations (i.e., projector, laptop computer, etc.).

- Perform light physical work exerting up to 25 pounds on an occasional basis; perform such activities as fingering, grasping, lifting, reaching, crouching and repetitive tasks.
- Recognize and respect diversity and work effectively with peoples of other cultures.

#### Personal Qualities

1. Demonstrated commitment to public service and STLPartnership's mission.
2. Self-motivated and able and willing to manage an aggressive schedule to meet job demands.
3. A team player who inspires collaboration and is well-organized.
4. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **Interpersonal Characteristics**

A strong passion for equitable economic development, helping businesses, creating employment, and positively changing communities. Strong written and verbal communication skills are expected. The selected candidate should be a strong team and relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of all backgrounds and cultures and will have a desire to make a positive difference within the community. It is expected that the selected candidate will maintain a professional work environment and will treat others with respect and dignity in executing all job functions.

#### Working Conditions

The job duties described above are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. STLPartnership currently offers a hybrid remote/in-office work environment.

#### Compensation and Terms

Commensurate with experience, STLPartnership offers a competitive base salary and a culture that fosters and supports creativity and innovation. STLPartnership offers a generous benefits package that includes paid time off and holidays; medical, dental, vision, life, and disability insurance; and retirement plan options. This is a full-time, exempt position under the Fair Labor Standards Act.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>. Applicants are also encouraged to visit STLPartnership's website to learn more about the organization and opportunity: [www.stlpartnership.com](http://www.stlpartnership.com) and <https://stlpartnership.com/careers/>.

*The St. Louis Economic Development Partnership is an equal opportunity employer. STLPartnership considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

## Accredited Economic Development Organization



The St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.