## Position Description – Limited Duration Role (12-14 Months)

### St. Louis Development Corporation

**Title: Business Development Officer** | **Grade**: 14 | **FLSA**: E

**Supervisor's Title:**

**Department:** Business Development

**Positions Supervised:** N/A

#### BACKGROUND

The U.S. Economic Development Administration (EDA) has awarded funds to The St. Louis Local Development Company (SLDC) to make business loans to businesses located in the City of St. Louis. SLDC is seeking a Business Development Officer (BDO) to assist with marketing and distributing this loan program on a temporary, full-time basis. The position is expected to end on July 1, 2022, at which time other positions may be available within SLDC or the St. Louis Economic Development Partnership (SLEDP), the economic development organization serving St. Louis City and County.

#### GENERAL SUMMARY

The BDO will be solely responsible for marketing the St. Louis EDA Loan Program to businesses located within the City of St. Louis. The BDO will be responsible for managing the application process from receipt of the application through the approval process.

#### ESSENTIAL JOB FUNCTIONS

* Actively marketing the St. Louis EDA Loan Program throughout St. Louis City to various groups including bankers, accountants, attorneys, real estate agents, chambers of commerce, business associations, and trade groups; providing guidance to St. Louis City businesses who need assistance with financing options and acting as a resource center to provide them with the information they need.
* Developing a marketing program for the St. Louis EDA loan program.
* Engaging in customer service by talking with clients (e.g., bankers, attorneys, accountants) about the EDA loan application and managing issues regarding the approval process with the client.
* Meeting with applicants to explain loan program eligibility requirements, assisting applicants with completing the application, and gathering the necessary supporting documentation.
* Evaluating, processing, and recommending loans by analyzing both business and personal financial statements, credit reports, company history, and collateral/guaranty values, and preparing loan officer report and loan package for credit committee and board review.
* Assisting the loan closing officer with project changes and client meetings during the closing process.
* Monitoring regulations and changes to loan programs and disseminates information to staff and public, as needed.
* Monitoring internal guidelines, policies and procedures; update systems as necessary and disseminates information to appropriate parties.
* Perform various other duties and functions as required or assigned within area of expertise or scope of the position.

#### JOB QUALIFICATIONS

**Education:** Bachelor’s degree from an accredited institution with major course work in business, finance, banking, accounting, commercial lending, or a closely related field.

**Experience:**

* At least two years of related work experience or other equivalent combination of education and experience.
* Demonstrated experience in initiating, managing, and closing multi-faceted business/financial deals/loans.
* Demonstrated ability to develop strategies and action plans to deliver impactful results in a consistent and ongoing manner.
* Maintains an extensive business network.
* Demonstrated ability to meet, interact with and collaborate with a wide variety of people and identify and resolve complex business issues. Politically savvy with excellent communication skills.

**Knowledge of:**

* Economic, financial, accounting, and marketing principles and practices, the financial markets, and the analysis and reporting of financial data.
* Practices involved in banking and real estate transactions and associated legal documentation.
* Modern office practices and procedures, equipment, and systems.

**Ability to:**

* Communicate strongly both orally and in writing; ability to speak publicly (e.g., small groups).
* Read and interpret financial statements and credit bureau reports.
* Organize and prioritize to ensure effective workflow and response to deadlines.
* Establish and maintain effective working relationships with borrowers, bankers, accountants, attorneys, title company personnel, board members, staff, and the general public.
* Use basic computer word processing and spreadsheet/database management applications (i.e., Microsoft Word/Excel/Access/PowerPoint applications).
* Understand, interpret, explain, and apply relevant policies, procedures, and regulations.
* Recognize and respect diversity and work effectively with peoples of other cultures.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

#### WORKING CONDITIONS AND PHYSICAL EFFORT:

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### INTERPERSONAL CHARACTERISTICS

A strong passion for 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 relationship builder and self-motivated. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community.

#### THE REWARD

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. SLDC offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to https://stlpartnership.aaimtrack.com.

Also, applicants are encouraged to visit our website to learn more about the organization: <https://www.stlouis-mo.gov/sldc/>.

#### EQUAL OPPORTUNITY EMPLOYER

St. Louis Development Corporation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, ancestry, religion, age, disability, sex or sexual orientation, gender identity or expression, genetic information, veteran's status or marital status.