TMC Community Capital is a nonprofit microlender providing fast and affordable online financing, fostering financial stability, and encouraging entrepreneurship among women-owned, low-income and under-resourced small businesses in California.

**Position Title:** Business Development Officer

**Schedule:** 40 hrs / week

**Location:** 1720 Broadway, 3rd Floor, Oakland, CA 94612

**Start Date:** May 10th, 2021

**Responsibilities:**

* Grow existing relationships, develop new partners and referral sources to acquire new loans. This is a business development position, not an underwriter. Credit write-Busineups are done by a loan officer.
* Interview business owner to determine eligibility for loan programs.
* Monitor loans from the referral stage through closing and funding.
* Lead communications: set expectations, monitor timelines and keep all loan participants (e.g., business owner, lender, broker) well-informed.
* Initiate and manage work flow independently, yet seek guidance on complex issues and challenging loans when prudent.
* Make substantial number of outside, in-person calls on prospects and clients.
* This position will cover business development opportunities throughout California.

**Qualifications:**

* Bachelor’s degree in business, marketing, economics or finance from a recognized college or university, or equivalent qualifying experience in business finance sales or related field.
* At least three years of experience in commercial loan marketing, business development and/or commercial financing. Equivalent combination of education and experience will be considered.
* Deep business contacts in California related to the lending industry, particularly with financial institutions, CDFIs, Business Centers, and small businesses.
* Good understanding of commercial loan structuring and the fundamentals of commercial credit.
* Demonstrated effective use of sales and marketing tactics and ability to educate potential clients about lending programs.
* Strong interpersonal skills. The successful candidate will interact well with many personalities, backgrounds and professional levels to create highly productive rapport.
* Strong written and verbal communication skills, including effective presentation and public speaking skills.
* Excellent project management skills; demonstrated ability to track and manage details for multiple clients simultaneously.
* Must be flexible in work schedule and able to attend evening events and travel throughout the state frequently.

**Preferred Qualifications:**

* Knowledge and experience with working with low-income communities and BIPOC Communities.
* Multilingual with Spanish fluency preferred.

This position will give you the opportunity to work in a supportive environment where your contributions matter.  The atmosphere is casual and dog friendly. We have great benefits. As an essential business, we are allowed to have our offices open. Our offices have incorporated strict safety measures to protect staff.

**Apply now** by emailing your resume and cover letter to [hanna@tmccommunitycapital.org](mailto:hanna@tmccommunitycapital.org).

**Deadline:** Friday, April 23rd, 2021.

For more information, visit our website at [www.tmccommunitycapital.org](http://www.tmccommunitycapital.org).

*At TMC CC, we don’t just accept difference - we celebrate it, we support it, and we thrive on it for the benefit of our employees, our products and our community. TMC CC is an equal opportunity employer. Employment at TMC CC is based solely on a person's merit and qualifications directly related to professional competence. TMC CC does not discriminate against any employee or applicant because of race, creed, color, religion, gender,*[*sexual orientation*](https://fairygodboss.com/career-topics/sexual-orientation)*,*[*gender identity*](https://fairygodboss.com/articles/gender-identity)*/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or related condition (including breastfeeding), or any other basis protected by law.*