



Position Type: \$15.00-\$18.00 per hour, based on experience

Position Title: Loan Officer / Program Assistant

Reports to: Executive Director

Location: Able Up Iowa Office - Ames, Iowa

Position Description

The Iowa Able Foundation is seeking a part time candidate to act as a Loan Officer / Program Assistant for up to 35 hours per week. The successful candidate will be a hands-on, participative Loan Officer in Able Up Iowa's Financial Solutions Program.

Loan Officer Primary Responsibilities

- Work directly with Iowans with disabilities as they apply for credit to purchase assistive technology, home and vehicle modifications, home and vehicle repairs, vehicles, education and employment equipment, service animals, and credit building loans
- Underwrite loans and maintain a loan system that meets the requirements of the Iowa Division of Banking and current/future funders
- Analyze and present loan reports in an accurate and timely manner
- Address loan inquiries with compassion and professionalism. Explain the different types of loans and credit options offered at the Iowa Able Foundation as well as the terms of those services
- Obtain and compile copies of loan applicants' credit histories, corporate financial statements, income verification, and other financial information
- Assume responsibility for the consistent achievement of the organization's mission and objectives

Program Assistant Primary Responsibilities

- Work directly with Iowa Able Foundation's Financial Solutions Program Director to create a consistent and structured format for the Financial Solutions Program
- Assist in the evolution and continual improvement of the Financial Solutions program policies and procedures
- Act as a liaison between staff and loan recipients for communicating loan approvals, denials, delinquency, and any other important information.
- Process loan recipient paperwork, including loan documents, monthly statements, paid in full documents, delinquency letters, and more.

- Be primarily responsible for managing master list of loans and all the accompanying data
- Provide loan reports on a monthly basis to the Iowa Able Board of Directors as well as any other reports requested by the Executive Director
- Attend meetings with community partners to clearly explain the structure and eligibility for the Financial Solutions Program and collaborate for its improvement

Desired Skills and Qualifications

- Excellent communication and relationship building skills to work compassionately with applicants, reserving all personal judgement / biases
- Ability to prioritize, negotiate, and work with a variety of internal and external Iowa Able partners / stakeholders
- Great attention to detail, able to keep track of and complete a variety of duties
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Experience in or an extensive understanding of lending
- Ability to pull, understand, and analyze a credit report
- Ability to pass criminal, child & dependent adult abuse background checks
- Highly proficient in all Microsoft programs, specifically Word and Excel
- Personal qualities of integrity, credibility, and dedication to the mission of the Iowa Able Foundation

Company Description

Able Up Iowa is a non-profit organization focused empowering Iowans to achieve and maintain financial independence. We provide short-term financial relief in the form of loans through our Financial Solutions Program. We support Iowans to develop positive skills, habits, and knowledge for long-term financial freedom through our Financial Empowerment Program. To learn more about the Iowa Able Foundation, please visit our website at: www.iowaable.org.

To apply for this position please send a resume, cover letter, and three references to Anna Magnusson at anna@ableupiowa.org