

Cal Poly Humboldt Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Lending Specialist
Location: South Bay – or Northern CA (Remote)
Hours: Full Time, 12 months/year, Exempt
Wage: \$40-50/hour, DOE
Project Name: Northern California Small Business Development Center (NorCal SBDC)
Supervisor: Deputy Director

GENERAL INFORMATION

NorCal Small Business Development Center is part of Cal Poly Humboldt Sponsored Programs Foundation. The Finance Center is a program operated by the NorCal SBDC and located in Sacramento, CA. The SBDC and Finance Center serve the business community in 36 northern California counties with non-credit education and consulting. Funding for this program comes from the California Governor's Office of Economic Development (GO-Biz). Cal Poly Humboldt has hosted the SBDC program since January 2006.

POSITION SUMMARY

The State Small Business Credit Initiative (SSBCI) was originally created through federal legislation – the Small Business Jobs Act of 2010. The program is designed to help states address the challenges small businesses face in securing financing. In California, SSBCI-funded programs are administered by both the California Infrastructure and Economic Development Bank (IBank), housed within the Governor's Office of Business and Economic Development, and the California Pollution Control Financing Authority, housed within the California State Treasurer's Office. The American Rescue Plan Act of 2021 reauthorized and funded a new version of the original SSBCI program, providing a combined \$10 billion to states and Tribal governments to empower small businesses to access capital needed to invest in job-creating opportunities. The funds also support promotion of American entrepreneurship and democratize access to startup capital across the country, including in underserved communities.

The Finance Center SSBCI Lending Specialist will perform a variety of tasks and projects that will assist the management team of the Finance Center be able to extend capacity of educating the community about SSBCI business lending. This position will train business owners and collaborative resource partners on SSBCI lending options and how the SBDC Finance Center can be of an asset to their business members. The position will provide online and phone-based client consulting, manage client database information and streamline processes related to filtering leads within a CRM and helping place capital needs. The ideal candidate will be self-motivated, resourceful, have strong interpersonal skills and impeccable written and verbal communication skills.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Provide finance and lending-related advising (consulting) direct to SBDC clients, especially those that are socially economic disadvantages as well as underserved and underrepresented businesses
- Create a tracking form for loan applications, declines, reasons for declines, approvals and active lenders.
- Work with marketing team and business development director to cultivate leads that will be used for cold calling businesses to get them signed up as SBDC clients and submit a loan request.
- Seek out and develop relationships with alternative lenders, business banks, SSBCI partners such as I-Bank and Financial Development Corporations (FDC) throughout Northern CA.
- Assist Service Centers and Affiliate Programs on SSBCI loan packaging and match making as needed.
- Contribute substantially to Finance Center annual results (number of loans, loan volume, etc.)
- Provide mentorship to other Finance Center Advisors on consulting techniques and finance topics.
- Participate in capital summits, Finance Center workshops, and training seminars for the workforce.
- Participate on lender/resource panels for workshops and webinars.
- Assist Finance Center Team in disseminating information to local cities, counties and legislatures on what's new or the impact of partnering with the Finance Center
- Canvass and attend city and county events to promote the Finance Center as well as make it known that the Finance Center can help package loans for any request
- Step in as the presenter or representative for the Finance Center when they are not available for addressing an audience in any setting.

KNOWLEDGE, SKILLS & ABILITIES

- Prior experience processing and underwriting business loans.
- Ability to effectively plan, organize and evaluate the need of financing for business owners.
- Ability to communicate effectively verbally and in writing
- Knowledge of and experience in managing a team.
- Ability to teach/mentor others.
- Prior experience building cooperative working relationships with business and industry representatives in diverse fields and from a variety of ethnic and economic backgrounds.
- Performs effectively under the pressure of deadlines and other administrative demands.

BASIC QUALIFICATIONS

Must have four years or more of experience in business finance positions and past experience in managing a book of business

Must have a bachelor's degree.

Must possess a valid California driver's license

Must be able and willing to travel overnight and work evenings on occasion.

PREFERRED QUALIFICATIONS

Prior business consulting experience in the area of finance.

Direct experience as a lender assessing small business loans.

Experience working for small businesses programs at the federal, state and local levels.

A strong preference will be given to individuals who have previously worked for an SBDC program.

APPLICATION PROCEDURE

Qualified applicants should submit the following items via email to careers@norcalsbdc.org

1. Cover letter
2. Résumé
3. Three professional reference contacts
4. [Cal Poly Humboldt SPF Employee Information Form for Applicants](#)

Position will remain open until filled. Apply before 10 am on April 11th, 2025 to be included in the first round of application reviews.

Cal Poly Humboldt Sponsored Programs Foundation is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other legally protected status. More information about Cal Poly Humboldt SPF's Equal Employment Opportunity hiring can be found [here](#).

SPF adheres to the policy of employment at will, which permits the employer or the employee to end the employment relationship at any time, for any reason, with or without cause or notice as permissible by law. No SPF representative other than the Executive Director may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Maintaining eligibility to work in the United States is a condition of employment. Cal Poly Humboldt Sponsored Programs Foundation does not sponsor visas for staff, management, or temporary positions.

For assistance with the application process, please submit an Accommodation Request Form, which can be [found here](#) or contact ADA Coordinator at 707.826.3626 or confidential fax at 707.826.3625. For more information regarding accommodation, you may also visit the Cal Poly Humboldt Human Resources website at <https://hraps.humboldt.edu/reasonable->

[accommodation](#). Individuals in need of a telecommunications relay service may contact the California Relay Service at 877.735.2929 TTY.