



**DEPARTMENT: CENTER FOR INNOVATION & ENTREPRENEURSHIP (CIE)
POSITION: LENDING OFFICER**

POSITION SUMMARY

This position is for a Lending Officer in the Urban Redevelopment Authority of Pittsburgh's (URA) Center for Innovation and Entrepreneurship (CIE). This position is responsible for assisting the Director and Assistant Director of CIE with the execution of URA financing programs and support of the URA's overall business expansion and attraction strategy.

ESSENTIAL FUNCTIONS

- Originate, underwrite, and service URA and affiliate entity lending programs that support primarily business expansion and commercial real estate project financing.
- Lending programs this position will service will likely include URA loan programs designed to provide loans in excess of \$500,000 to business expansion and conduit tools utilizing Pennsylvania Industrial Development Authority financing, New Markets Tax Credits, and other programs.
- Other duties may include servicing URA small business financing programs.
- Create connections and source deal flow throughout the City of Pittsburgh.
- Originate applications for financing, collect information and documentation to inform the application; analyze and underwrite the application; prepare and present credit memorandums for internal and loan review committee review; close approved loans; and service the loan.
- Coordinate teamwork among URA staff, entrepreneurs and small businesses, private funders, and others.
- Prepare professional correspondence, credit memos, and other documentation.
- Conduct lead generation, business outreach, and technical assistance referrals as appropriate
- Work with businesses to connect with resources and tools (both URA and non URA) in support of the respective business startup and expansion.
- Complete other duties as assigned.
- Work independently with general direction from the Director and Assistant Director.

QUALIFICATIONS

This position, which is at-will and non-union, requires a Bachelor's Degree (Master's preferred) and/or relevant professional experience in business administration, economics, entrepreneurship, business and commercial real estate lending or a related field. This position further prefers a minimum of 3 years of experience underwriting and presenting credit and risk analysis for direct lending and investment in businesses and commercial real estate. Experience with public funding vehicles such as New Markets Tax Credits, Pennsylvania Industrial Development Authority (PIDA), and/or other public financing programs preferred. A successful candidate for this position will possess excellent communication skills, including strong verbal, written, and public speaking skills; and will have a creative and dynamic

personality with strong interpersonal and problem-solving skills. The successful candidate will be an active and an engaged learner with an eager desire to pursue and broaden his/her relevant professional network. Alternative experience and education that meet the minimum requirements will be considered. Computer proficiency in Microsoft Word, Excel, and Publisher, along with experience with Salesforce or similar software are a plus.

SALARY: \$60,000

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

AN APPLICANT MUST BE A CITY OF PITTSBURGH RESIDENT, OR BECOME ONE AS A CONDITION OF EMPLOYMENT AT THE URA.

Please email resume and letter of interest to:

**Columbus C. Brooks, GCDF
Director of Human Resources
Urban Redevelopment Authority
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
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