

Job Summary

Company:	Excelsior Growth Fund
Location:	New York, NY
Industries:	Financial Services
Job Type:	Employee - Full Time
Title:	Senior Business Development Officer for Nonprofit Small Business Lender

About the Company

The Excelsior Growth Fund (EGF) is a non-profit Community Development Financial Institution (CDFI) and lender that provides innovative financial products and business advisory services to underserved small businesses in the state of New York and is an affiliate of New York Business Development Corporation (NYBDC).

About the Job

The Senior Business Development Officer is responsible for working directly with potential clients, existing clients, other businesses, partner organizations, and stakeholders to secure client referrals and acquire loan customers. Partners include banks, business service organizations, associations, chambers of commerce, economic development organizations, professional service firms, lending organizations or marketplaces, and others.

Duties and Responsibilities:

- Maintain expert familiarity with EGF products and those of its affiliates.
- Maintain a network of referral partners and secure new channels for client acquisition.
- Engage in strategic networking to develop new partners and clients.
- Quickly understand business conditions, conduct business assessments and be able to provide feedback and guidance to potential clients on the appropriateness of various products.
- Nurture and advise clients to help resolve access to capital barriers, with a focus on loan readiness, loan packaging, and addressing challenges to accessing capital.
- Conduct follow-up assessments and check-ins with clients.
- Coordinate with partners such as banks, accountants, and other small business service providers, including NYC Business Solutions, the NYS Small Business Development Center Network, chambers of commerce, associations, and other organizations.
- Develop manuals, processes and procedures; establish benchmarks and track progress against goals. Manage reports and IT systems related to tracking and reporting on business development.
- Additional position related duties and responsibilities as assigned by supervisor.

Position Specifications:

- Bachelor's degree required.
- Master's degree in business administration, public administration, or related field preferred.
- Minimum of five (5) years' experience in small business lending/credit, banking, or business development in the financial services industry.
- Clear communication, sales, presentation & interpersonal skills.
- Superior business advising and credit/financial management skills.

- Familiarity with public, private and nonprofit small business support initiatives, community partners and stakeholders.
- Strategic & organizational competence—i.e. exercising leadership to improve business development strategy, the ability to set and manage timelines, commitments, and deadlines with ease.

Essential Functions:

- Ability to communicate effectively.
- Ability to travel throughout the greater NYC region.
- Ability to speak publicly

We are an Equal Opportunity Employer and comply with all applicable federal, state and local laws regarding nondiscrimination. We provide equal opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or protected veteran status.