



JOB POSTING
Business & Loans Advisor (BLA)
Full-Time (35 hrs/wk.)

ORILLIA AREA COMMUNITY DEVELOPMENT CORP. (CDC)

Helping your business start, grow, and succeed...

When your business succeeds, so do we.

Reporting to the CDC's Senior Loans Officer, and as an active participant of the CDC staff team, the **BUSINESS & LOANS ADVISOR (BLA)** will be responsible for providing business lending, business counselling and financial analysis/projection assistance to local businesses and entrepreneurs. They will conduct business outreach activities, perform regular risk monitoring, as well as provide business coaching and advisory services. The BLA will also assist the Senior Loans Officer with loan review/analysis, loan administration, client relations, loan renewals, and maintain strong community connections.

Key accountabilities for the position are as follows:

- Provide expertise and guidance to loan applicants and existing borrowers with respect to business planning, with a particular emphasis on financial analysis and projections;
- Work closely with the Senior Loans Officer to receive, analyze and present loan applications to the General Manager and/or CDC Investment Committee;
- Provide counselling services to local businesses, including start-up, growth, and business transition planning; supporting all entrepreneurs, including business buyers and sellers.
- Monitor and provide loan administration and client support for existing loans;
- Maintain complete and accurate tracking of all aspects of loan client files;
- Conduct business outreach activities, and sustain meaningful and on-going relationships with loan referral sources;
- Provide support as needed in the coordination of risk management and collections; and,
- Complete various board, committee, and government reports.

Who We Are:

The Orillia Area Community Development Corp. (CDC) is a dynamic and innovative organization dedicated to supporting entrepreneurs and businesses in achieving their goals. We provide counselling, training, and funding to local businesses to support job creation, growth, and innovation. We also work with many community partners on various community economic development projects to build an economy in Orillia and Lake Country that is prosperous, growing, and sustainable. Our business communities in the City of Orillia, Townships of Oro-Medonte, Ramara, and Severn, and the Chippewas of Rama First Nation all benefit from our diverse range of services.

What We Offer:

- Friendly and inviting workspace, conveniently located in downtown Orillia.
- Competitive compensation and employee benefits package including group insurance, retirement savings plan, and vacation/sick leave entitlement.
- An opportunity to contribute to the work of a not-for-profit organization that fosters innovative thinking to enable impactful (and local) economic development initiatives.
- The chance to be a part of a workplace culture that values collaboration, community, and resourcefulness.
- The opportunity to work with a dynamic team to achieve the strategic goals of the CDC and the Community Futures Program.

What Superior Performance Requires:

Competencies:

- Problem Solving – Defining, analyzing and diagnosing key components of a problem to formulate a solution, particularly as it relates to assisting clients.
- Time & Priority Management – Prioritizing and completing tasks in order to deliver desired outcomes within allotted timeframes.
- Personal Accountability – Being answerable for personal actions.
- Planning & Organizing – Establishing courses of action to ensure that work is completed effectively.
- Conceptual Thinking – Analyzing hypothetical situations, patterns and/or abstract concepts to formulate connections and new insights.
- Interpersonal Skills – Effectively communicating, building rapport and relating well to others.
- Self-Starting – Demonstrating initiative and willingness to begin working.

Attributes:

- Preference for an organized workplace.
- Analytical mindset with a focus on consistency.
- Persistent and motivated by working within predefined systems, following policy is important to you.
- People- and customer-oriented with a focus on building rapport.

What We Need:

- A minimum of a 3-year College Diploma/University Degree in Finance, Business Administration, or other related field; coupled with a minimum of 2 years' experience working in a financial management/business advisory role.
- Proven understanding of loan application development.
- Familiarity with reading and interpreting financial statements, as well as experience with creating financial projections.

- Experience as a business owner, an entrepreneur or with the purchase or sale of a business(s) would be an asset.
- Strong business professionalism and demonstrated adherence to confidentiality with the ability to exercise good judgement and decision-making skills.
- Excellent verbal, written, and listening communication skills.
- Computer literacy, with thorough knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Knowledge of other software programs relevant to maintaining data records (i.e., FaaSBank) would be helpful.
- Working knowledge of QuickBooks would be an asset.

Office Location:

Orillia (with possible hybrid option available)

TO APPLY

Interested applicants are invited to submit their cover letter and resume by Monday, April 15th at 4:00 pm to **Wendy Timpano (General Manager)** at:

Orillia Area CDC
PO Box 2525
22 Peter St. S.,
Orillia, ON L3V 7A3

Or via email at wtimpano@orilliacdc.com.

We thank all applicants that apply, but only those selected for an interview will be contacted.

The CDC values diversity throughout the organization and is looking to expand the representation of diverse cultures, backgrounds, perspectives, and lived experiences to better reflect our diverse community, clients, and stakeholders. Additionally, the CDC values inclusion and equal access for all job applicants. Please know that reasonable accommodation will be provided during the hiring process. Contact Wendy Timpano at wtimpano@orilliacdc.com to request and arrange for accommodation during the recruitment and onboarding process.