

Job Title: Loan Fund Launch Specialist Internship

Location: Greenville, North Carolina

Start Date: March 1, 2025

Position Type: Part-Time (20 hours per week)

Compensation: \$20/hour

Duration: 1 year

About Us:

The **G.R.I.T. Small Business Loan Fund** is dedicated to empowering small businesses in **Eastern North Carolina** by providing accessible capital to entrepreneurs traditionally overlooked by traditional banking systems. By leveraging **innovative financial technology and a mission-driven approach**, we aim to foster **economic growth and community transformation**.

Position Overview:

The **Loan Fund Launch Specialist** will play a critical role in supporting the establishment, administration, and management of the loan fund. This role involves assisting with **loan origination, processing, underwriting, servicing, and borrower engagement** to ensure the successful launch and operations of the fund. The specialist will work closely with **small business owners, community partners, and internal stakeholders** to drive the fund's impact.

This position is ideal for an **undergraduate student or MBA candidate** with a background in finance, business, or economic development who is eager to **gain hands-on experience in alternative lending and small business finance**.

Key Responsibilities:

Loan Origination and Processing

- Assist in the **development and structuring of the G.R.I.T. Fund** to ensure operational efficiency.
- Support **borrowers through the loan application process**, ensuring all necessary documentation is collected and processed accurately.

- Utilize the **Loandisk lending platform** for loan origination, ensuring a seamless and user-friendly applicant experience.

Underwriting and Risk Assessment

- Assist in **evaluating borrower creditworthiness** by leveraging alternative credit risk models.
- Support the **customization of underwriting models** to align with the fund's mission and risk tolerance.
- Analyze borrower financials and small business performance metrics to assess loan eligibility.

Loan Servicing and Portfolio Management

- Oversee loan **disbursements, payment processing, and account management** using LoanDisk.
- Monitor **loan performance** and recommend proactive strategies to ensure a sustainable loan fund.
- Track **loan repayment and fund sustainability metrics** to maintain portfolio health.

Client Engagement and Community Outreach

- Provide **exceptional customer service** by assisting small business owners throughout the lending process.
- Collaborate with stakeholders in the Eastern North Carolina small business ecosystem.
- Develop and maintain **strong relationships** with small business clients, ensuring they have access to the financial support they need.

Data Analysis and Compliance

- Utilize **Loandisk's business intelligence tools** to generate reports on loan fund performance.
- Monitor key metrics and trends to **identify risks and opportunities for process improvement**.
- Ensure all loan activities comply with **fund policies and financial regulations**.

Preferred Qualifications:

- **Undergraduate student or MBA candidate**, preferably with a background in **finance, business, economics, or related fields**.
- **Strong analytical skills** and understanding of financial principles.
- Ability to **work independently and take initiative** in a dynamic, startup-like environment.

- Excellent **communication and interpersonal skills**, with a strong **customer service mindset**.
- Passion for **economic development, small business finance, and financial inclusion**.
- Familiarity with **loan processing software, alternative lending models, or fintech solutions** is a plus.

Why Join Us?

- Gain **hands-on experience in finance, lending, and community development**.
- Be part of a **high-impact initiative** that provides crucial capital to underserved small businesses.
- Work with **lending technology** (Loandisk).
- Flexible **20-hour per week** schedule, allowing for academic commitments.
- Opportunity to develop **real-world underwriting, financial analysis, and fintech skills**.

Application Process:

Interested candidates should submit a **resume and cover letter** detailing their qualifications and experience to info@encgritfund.com.

Equal Opportunity Employer:

We are committed to creating a **diverse and inclusive** work environment. All qualified applicants will receive consideration for employment without regard to **race, color, religion, gender, sexual orientation, disability, or veteran status**.

Note: This position requires proficiency (or willingness to learn) the Loandisk lending platform. Intermediate to advanced MS Excel skills are a plus. Training will be provided.