



Job Description

TITLE: VP of Commercial Lending

REPORTS TO: Chief Financial Officer (CFO)

PURPOSE:

The VP of Commercial Lending is responsible for developing new commercial business and assessing needs of their businesses to determine appropriate product/service solutions and ensures delivery. Also, the position is responsible for the administration of existing portfolio both wholly owned, and participations purchased. Generates commercial loan applications, and negotiates loan structures with members, delivering pre-screened applications to CUSO. Manages loan quality and profitability and assesses risk of Credit Union commercial portfolio. Reviews participation opportunities and makes recommendation to management as to credit worthiness. Performs any functions within the scope of authority and expertise to provide the highest level of service and responsiveness to members, businesses and coworkers.

PRIMARY RESPONSIBILITIES:

- Develop and manage sophisticated commercial relationships, acting as a trusted advisor to business members on financial and operational needs.
- Expand and oversee the commercial lending market, promoting credit union products and services while maintaining strong relationships with members, prospects, and community organizations.
- Conduct thorough due diligence on commercial loan requests, including financial analysis, site visits, and third-party evaluations, ensuring loans align with credit union policies and risk parameters.
- Negotiate loan terms, structures, and pricing with members and credit unions to close deals efficiently, minimizing revisions.
- Evaluate, approve, and present business loan applications for final credit union authority review while ensuring proper documentation and adherence to compliance guidelines.
- Monitor the commercial loan portfolio, analyzing risk, past dues, and loan migration while preparing monthly reports for senior management and the Board of Directors.
- Serve as the primary liaison for commercial lending audits, regulatory reviews, and internal compliance matters.
- Identify and manage problem loans, collaborating with senior leadership and the CUSO to develop effective workout strategies.
- Provide commercial lending support to branches and collaborate across departments to enhance operational efficiency and member service.
- Stay current on industry trends, market developments, and regulatory changes to proactively identify lending opportunities and mitigate potential risks.



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- Ensure compliance with all federal and state regulations, including the Bank Secrecy Act, NCUA guidelines, and internal credit union policies.
- Represent the credit union in community and industry events, strengthening business relationships and referring opportunities to other departments to support corporate objectives.
- Continuously assess and improve commercial lending services to enhance member experience and drive sustainable loan growth.
- Perform additional duties as required by management.

BSA COMPLIANCE:

This job requires an understanding of and compliance with the Bank Secrecy Act, OFAC, the USA PATRIOT Act, and related credit union policies and procedures, including the reporting of suspicious activity, including insider abuse, as directed. The role includes the management and support of subordinate team members' responsibilities in these areas.

JOB COMPETENCIES:

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| • Analytical Skills | • Teamwork |
| • Business Development | • Time Management |
| • Communication | |

REQUIREMENTS:

- Strong knowledge of commercial lending regulations and compliance, with a commitment to staying updated on laws affecting credit unions and commercial credit.
- Bachelor's Degree in Business, Finance, or a related field, with extensive commercial lending training and at least five years of progressive experience in commercial and commercial mortgage lending.
- Proven ability to build and maintain strong business relationships, including conducting at least two on-site visits per year to assess business members' financial health and operational needs.
- Serves as the primary liaison between the credit union and CUSO, managing the relationship to ensure seamless operations.
- Excellent communication, interpersonal, and negotiation skills, with the ability to engage effectively with members, businesses, and internal teams.
- Strong financial analysis skills, with the ability to evaluate business financial statements, assess credit risk, and recommend appropriate lending solutions.
- Demonstrated ability to drive business development, cross-sell products, and grow the commercial lending portfolio.
- High ethical standards, integrity, and professionalism to maintain credibility and trust within the lending community.



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- Proficiency in Microsoft Office applications and financial software, with the ability to leverage technology for efficiency and reporting.
- Flexibility to work outside standard business hours, including evenings and weekends, as needed.
- Valid driver's license with the ability to travel throughout the designated market, spending up to 50% of work time outside the office.
- Completion of all required compliance and information security training annually.