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WWBIC is a CDFI organization that has served 72,709 clients since its inception 35 years ago. Since 1987, we have also loaned more than \$107 million to small business borrowers and helped entrepreneurs create and retain 18,027 jobs. In 2022 alone WWBIC closed \$8,511,667 in small business loans, the SBA Payment Protection Program (PPP) (\$2.7 million), and Community Block Development Block Grant (CDBG) forgivable loans (\$240,000) and KIVA loan (\$720,000). We remain central to the small business recovery and restart here in Wisconsin by supporting micro and small businesses in our local communities and throughout the state – those creating jobs and employment while providing needed products and services.

We are currently recruiting for an individual to support our mission in the following capacity.

SBA Business Loan Underwriter / Packager – Milwaukee

The SBA Underwriter/Packager is a full-time position responsible for Underwriting and Packaging WWBIC’s SBA Community Advantage guaranteed and non-SBA guaranteed loans through loan closing, including all WWBIC loan types. This position will work closely with our Loan Officers/Director of Lending and also with SBA’s CAFS/e-Tran system to obtain WWBIC’s SBA loan guarantee and other loan approvals.

This position requires a minimum three to five years’ experience in SBA guaranteed Business Banking/Underwriting/packaging and SBA CAFS/e-Tran fluency. Bachelor’s degree required. Bilingual (i.e. fluent in Spanish – written and verbal) a plus. A strong background in small business financing preferred. Experience in community development lending is preferred. Strong written and verbal communication skills and computer literacy including Microsoft products and loan servicing software are necessary. Strong analytical and problem-solving skills desired. Must be able to prioritize and handle multiple tasks in a fast-paced organization to meet deadlines and performance goals. The ability to communicate effectively and work with a diverse community is essential. Valid driver’s license and proof of liability and property damage insurance on vehicle used is required as the position requires travel within the state. Some evening/weekend hours may be required. The ideal person is flexible, positive, and has a sense of humor. Must present a positive, professional appearance at all times.

Salary: \$59,000 - \$73,000

To apply, please email a letter of application, resume & salary requirements to jobs@wwbic.com

An Equal Opportunity/Affirmative Action Employer