



Role Title: SBA Business Development Officer

Reports To: Managing Director of Access Private Capital – Small Business

Position Overview:

The SBA Business Development Officer (BDO) is responsible for identifying, sourcing, and securing new SBA 504 loans. This role involves building relationships with CDCs, brokers, and other referral partners to drive SBA 504 loan growth. The BDO will serve as a trusted point of contact for referral partners and borrowers, guiding them through the 504 loan process, and ensuring a seamless experience from application through funding.

Key Responsibilities:

1. Business Development & Partner Channel Cultivation:

- Build and maintain a network of relationships with CDC BDOs, loan brokers, bankers and other potential lead sources.
- Participate in and attend webinars, events and conferences to develop new referral relationships and cultivate existing ones.
- Identify, create and implement ongoing initiatives to stay top of mind with network and position as a thought leader in the SBA 504 ecosystem.

2. Loan Origination & Sales:

- Pre-screen potential deals and serve as borrower point of contact with APC throughout the loan process for approved loans.
- Educate potential borrowers or referral partners on benefits and process for SBA 504 approval
- Coordinate with CDCs as well as the APC credit and closing team to ensure a fast and streamlined loan approval process.
- Develop working knowledge and understanding of the SBA 504 program eligibility, credit and other requirements as well as APC internal policies.



3. Marketing Support:

- Support the creation and execution of various marketing initiatives including but not limited to conferences, emails and social.
- Provide feedback and insight on market trends and opportunities in the SBA space.

4. Collaboration & Teamwork:

- Work with other member of the business development team to identify best practices, troubleshoot issues and coordinate outreach and marketing campaigns and participate in internal sales and/or operational meetings.
- Collaborate with internal teams to ensure timely loan processing and approvals.
- Provide input and feedback on process improvements to enhance the APC lending platform.

Qualifications:

- **Education:** Bachelor's degree in Finance, Business Administration, or a related field. (Additional certifications or training in SBA lending is a plus).
- **Experience:**
 - Minimum of 3-5 years of experience in business development, commercial lending, or SBA lending.
 - Proven track record of success in sales, client relationship management, or loan origination.
- **Knowledge & Skills:**
 - In-depth knowledge of SBA loan programs
 - Strong sales, networking, and communication skills.
 - Ability to evaluate credit-worthiness and eligibility of deals.
- **Personal Attributes:**
 - Self-motivated and goal-oriented, with a strong drive for results.



- Excellent interpersonal skills with the ability to build rapport and trust with clients.
 - Problem-solving mindset with the ability to navigate complex scenarios.
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