

## DISCIPLES CHURCH EXTENSION FUND JOB DESCRIPTION

**POSITION:** Senior Loan Manager  
**CLASSIFICATION:** Full-time, Exempt  
**REPORTS TO:** Chief Financial Officer  
**LOCATION:** Indianapolis, Indiana (Hybrid)

### ORGANIZATIONAL OVERVIEW:

At Disciples Church Extension Fund, a faith-based nonprofit organization, we empower congregations to build vibrant, impactful ministries by providing ministry and financial resources and expertise. As a general ministry of the Christian Church (Disciples of Christ) in the United States and Canada, we are committed to serving with integrity, excellence, and a deep sense of partnership. We believe in creating *Holy Places* where communities connect with God and each other.

Join us and make a tangible difference in the lives of congregations everywhere.

### POSITION SUMMARY:

As the Senior Loan Manager, you will be the driving force behind our loan department's success. You will lead our Loan Team, optimize processes, and ensure risk management while contributing directly to our mission of empowering congregations. Reporting to the Chief Financial Officer, you will leverage your expertise in loan processing and underwriting to drive revenue growth and operational excellence. This role offers a unique opportunity to combine your financial acumen with a passion for serving faith-based communities.

### KEY RESPONSIBILITIES:

- **Team Leadership & Development:** Provide daily oversight of the Loans team; coach, develop, and mentor to foster cross-training and collaboration for optimal performance.
- **Expert Underwriting and Risk Assessment:** Conduct thorough loan underwriting, prepare comprehensive risk assessments, and present loan recommendations for approval while ensuring the organization's loan portfolio maintains a healthy risk profile.
- **Business Development and Loan Growth:** Proactively manage the loan pipeline, cultivate relationships with existing and potential borrowers, and develop strategies to achieve loan growth targets.
- **Portfolio Management and Compliance:** Oversee the loan portfolio, ensuring adherence to all internal policies, procedures, and regulatory requirements while maintaining a robust monitoring and reporting system.
- **Delinquency Management and Collections:** Develop and execute effective strategies for managing delinquent loans, minimizing losses, and ensuring timely collections.
- **Process Optimization and Technology Integration:** Identify opportunities to streamline loan processes, leverage technology to enhance efficiency, and improve the borrower experience.
- **Collaboration and Relationship Building:** Partner with internal departments and external stakeholders, including borrowers, brokers, and participants, to foster strong relationships and drive organizational success.
- **Strategic Goal Achievement:** Contribute to the development and achievement of organizational goals, aligning lending activities with the strategic plan.
- **Other Responsibilities:** Perform other duties as assigned to support the organization's mission and objectives.

## **QUALIFICATIONS & EXPERIENCE:**

- Bachelor's degree in finance, business administration, or a related field. Equivalent work experience may be considered.
- 5+ years of progressive experience in loan structuring and underwriting processes with a strong understanding of commercial lending (faith-based or nonprofit lending experience a plus).
- Thorough knowledge of lending and underwriting principles, credit analysis, risk assessment, and lending regulations.
- Proven ability to analyze complex financial information and make sound credit decisions.
- Experience using loan origination systems (LOS) and other relevant software.
- Strong leadership, coaching, and mentoring skills.
- Excellent communication, interpersonal, and problem-solving skills.
- Acute attention to detail with a meticulous focus on accuracy.
- Ability to work independently and as part of a team in a dynamic environment.
- Strong leadership and team management skills.
- Excellent communication, interpersonal, and presentation skills.
- Understanding and commitment to the mission, vision, and core values of Disciples Church Extension Fund.

## **TRAVEL REQUIREMENTS:**

- Minimal travel (up to 10%)

## **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:**

- Hybrid office environment
- Occasional lifting (up to 40 lbs.)
- Long periods of sitting at a desk on a computer

## **BENEFITS:**

We offer a comprehensive benefits package that includes health, dental, and vision insurance for employees and their dependents, employer-paid life insurance, generous paid time off that includes vacation and sick/personal time, fully funded pension plan, robust employee assistance program for employees and their dependents, paid parking, and ample opportunities for professional development and growth.

## **EEOC STATEMENT:**

*Disciples Church Extension Fund (DCEF) is an Equal Opportunity Employer committed to providing a workplace free from discrimination or harassment. We expect every member of the DCEF community to do their part to cultivate and maintain an environment where everyone feels included and is afforded the respect and dignity they deserve. We are committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other characteristic protected by federal, state, and local laws.*

Click to apply: <https://dcef.bamboohr.com/careers/16?source=aWQ9MTE%3D>  
Questions? Email [hr@disciplescef.org](mailto:hr@disciplescef.org) with the subject line: Senior Loan Manager.

**DEADLINE:** May 15, 2025