



DISCIPLES CHURCH EXTENSION JOB DESCRIPTION

Job Title: Director of Lending
Classification: Full-time, Exempt
Reports To: Chief Financial Officer

Organizational Overview:

At Disciples Church Extension Fund, we empower congregations to build vibrant, impactful ministries by providing 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 Director of Lending, you will be the driving force behind our loan department's success. You will lead a team, optimize processes, and ensure sound 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:

- **Strategic Leadership and Team Management:** Provide visionary leadership to the loan department, fostering a culture of collaboration, accountability, and continuous improvement. Mentor and develop team members to achieve their full potential.
- **Expert Underwriting and Risk Assessment:** Conduct thorough loan underwriting, prepare comprehensive risk assessments, and present loan recommendations for approval. Ensure the 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. Implement robust monitoring and reporting systems.
- **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 overall 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.

Key Qualifications:

- 5-7 years of experience in commercial lending, preferably with experience in faith-based lending or non-profit organizations.
- Bachelor's degree in finance, business administration, or a related field (Master's degree in related field preferred).
- Proficiency in financial analysis and loan management software.
- Proven track record of success in loan underwriting, risk management, and portfolio management.
- Strong leadership and team management skills.
- Excellent communication, interpersonal, and presentation skills.
- In-depth knowledge of loan processing, compliance, and regulatory requirements.

Travel Requirements:

- Up to 25% travel

Work Environment & Physical Requirements:

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

Benefits:

We offer a comprehensive benefits package, including health, dental, and vision insurance, generous paid time off, retirement plan, employee assistance program, paid parking, and professional development opportunities.

EEOC Statement:

Disciples Church Extension Fund (DCEF) is an Equal Employment Opportunity Organization, and every effort will be exercised to ensure that employment consideration is given to all persons regardless of race, color, religion, sex, sexual orientation, ethnic origin, age, or handicap. Every effort will be made to employ the most qualified individuals without regard to the above factors.

To apply for this position, please submit a letter of interest and current resume to hr@disciplescef.org placing **DCEF Search: Director of Lending** in the subject line.

DEADLINE: Friday, April 4, 2025