



THE NATIONAL
BANK OF INDIANAPOLIS

The National Bank of Indianapolis
Job Posting: Nonprofit Services Loan Portfolio Manager

A Stable and Growing Employer

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff. With greater than 90% staff retention year after year, and with a highly competitive benefit package, our staff enjoy a sense of stability not always experienced in the general work environment. Benefits include but are not limited to: medical/dental/vision/life insurance, vacation, personal time, holidays, tuition reimbursement, 401(k), profit sharing, and wellness benefits.

Who We Are Looking For

The National Bank of Indianapolis has assembled our talented staff by hiring only the best, whether highly experienced professionals or those just entering the workforce. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their co-workers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

How to Apply

To express interest in an open position at the Bank, please email your resume to Resumes@NBofI.com or call 317/261-3271.

We invite you to learn more about The National Bank of Indianapolis at
<http://nbofi.com/careers.php>

The National Bank of Indianapolis is an Equal Opportunity Employer
(Minority/Female/Disability/Veteran)





JOB POSTING

Position: Nonprofit Services Loan Portfolio Manager

Purpose of Position: This individual is responsible for managing all credit-related functions within the Nonprofit Services portfolio, working with loan officers to oversee the closing process of loans secured to ensure timely and accurate loan closings. The incumbent communicates regularly with clients, colleagues, Bank counsel, borrower's counsel, and third party report providers regarding closing information, providing the highest quality of service at all times.

Essential Functions:

- ◆ Analyze the financial information and cash flow of existing and potential borrowing clients for purposes of approving or denying loan requests; assist nonprofit bankers with structuring/underwriting all loan requests
- ◆ Work with lenders and credit analysts in finalizing credit documents for approval and/or submission to Loan Committee
- ◆ Communicate with loan officers and/or clients to obtain necessary information regarding the borrower
- ◆ Manage all necessary loan documentation, including initiating and tracking all due diligence items for closing
- ◆ Review third party reports for accuracy and completeness, including title commitments, leases, environmental assessments, property condition reports, surveys and draft loan documents
- ◆ Work with Nonprofit Bankers and their Client Support Managers to close loans; serve as a liaison for communication with other Bank departments including Loan Documentation, Loan Operations and Credit throughout closing process and post-closing
- ◆ May attend closings and serve as a representative of the Bank
- ◆ Manage all collateral exception reports and financial reporting exceptions on a timely basis, utilizing the assistance of Client Support Managers
- ◆ Assist bankers in managing pipelines for all loan activity, including tracking commercial loan maturities and generating maturing loan letters at appropriate time intervals
- ◆ Comply with all banking regulations and our own Bank policies and objectives

Requirements:

- ◆ Bachelors' degree in business or banking, or equivalent combination of education and experience
- ◆ Minimum of 2 years of experience in commercial credit analysis
- ◆ High degree of accuracy and attention to detail
- ◆ Ability to interpret, analyze data and problem solve
- ◆ Ability to organize and prioritize tasks
- ◆ Proven strong written and verbal communication skills, with emphasis placed on responsiveness and customer service skills
- ◆ Excellent interpersonal skills, exhibiting a high degree of professionalism
- ◆ Proven ability to effectively organize and prioritize tasks within a fast-paced environment
- ◆ Strong organizational and time management skills
- ◆ Experience with and good working knowledge of standard computer applications, including Word and Excel

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For more information, please call Human Resources at 317-261-3271.