



Loan Processor, Residential Sustainability (Part-Time Contract Position)

October 2024

The North Carolina Clean Energy Fund (NCCEF) is seeking a part-time Loan Processor to join its growing team of mission-focused clean energy and financial professionals. NCCEF is a nonprofit financial institution with a mission to accelerate investment in clean and efficient energy solutions and increase climate resilience in North Carolina, particularly to promote climate and economic equity. We partner with public and private investors, foundations, and other non-profit and community organizations to deploy sustainable financing solutions that will create long-lasting environmental, economic, and social benefits and fill gaps in the financial market, especially for traditionally underserved communities.

Position Summary:

NCCEF is offering a part-time contract position to support our consumer lending program, which focuses on investments in the home that include clean energy, electrification, resilience, storm recovery, and energy efficiency. The loan processor will work closely with our consumer lending program manager to efficiently collect all needed documents from loan applicants and contractors so that our lending partners can quickly process the application.

Deliverables:

The loan processor will act as an intermediary between a borrower and a lender, helping applicants obtain loans for various projects and payments. The loan processor will be responsible for:

- **Collecting information:** Gathering information from clients, such as their employment status, assets, debts, and salaries, to fill out loan applications
- **Preparing loan applications:** Writing and fact-checking loan files, and preparing loan applications for submission to lending partner
- **Working with loan underwriters:** Responding to underwriters' requests for any additional applicant information needed to support their application.

- **Updating applicants:** Keeping applicants and contractors informed throughout the application process
- **Maintaining records:** Maintaining accurate records of all activity on each account
- **Meeting deadlines:** Working to deadlines for submission of paperwork
- **Staying up to date:** Staying up to speed regarding lending and other financial services
- **Communicating with contractors:** Communicating with solar, HVAC, and home repair contractors to get supporting documents for loan approval
- **Adhering to regulations:** Working within established regulations and adhering to law requirements at all times

Qualifications:

The loan processor must have good knowledge of MS Office, including Outlook, Teams, and Excel. They must be intuitive enough with software to develop proficiency with our banking software. They should also have excellent communication and sales skills and be able to balance customer satisfaction with a results-driven approach. They must operate with professionalism and impeccable customer service at all times. Some background in renewable energy, green building, and construction terms and production schedules is beneficial.

This position is being offered part-time (up to 30 hours per week) on a contract basis. There is potential for growth into a full-time role. This position is location based remote. Chosen candidate must be located in North or South Carolina.

An Associate (AS) or Bachelor (BS) degree is preferred but not required.

A successful criminal background and credit check are required.

How to Apply:

Send your resume and a letter of interest to: Careers@nccleanenergyfund.org.