GREENLINE ACCESS CAPITAL

BREAKING BARRIERS TO ENTREPRENEURIAL SUCCESS

JOB DESCRIPTION

Business Lending Associate (Bilingual)

Location: Philadelphia, Pennsylvania
Reports To: Small Business Grants Manager

Overview and Organization Background

Greenline Access Capital is a nonprofit 501 (c)(3) financial services organization founded in 2021 on the principle of providing equitable access to financial resiliency and wealth through entrepreneurship. We are a loan fund and an emerging Community Development Financial Institution (CDFI) serving Philadelphia and expanding some services to Bucks, Montgomery, Delaware and Chester counties. Greenline Access Capital's (Greenline) customized lending products and services offer holistic support to entrepreneurs in achieving their business and financial goals.

Greenline provides character-based loans of up to $25,000. Financial security is one of the core values, with an emphasis on bringing the financial resources needed to establish, stabilize, and grow businesses. To ensure successful entrepreneurship, we also support our clients in building credit, becoming banked, building wealth, and preparing for homeownership.

POSITION DESCRIPTION

Duties and responsibilities include, but are not limited to the following areas:

Client Intake and Records

- Conduct initial intake with business owners and prospective clients, assess their financial and business needs, and refer to the appropriate internal or external party.
- Maintain a list of preferred vendors/professionals and organizations that help small business owners for referral purposes.
- Coordinate with VP of Business Lending to maintain an accurate list of prospective clients and their respective status in the loan process.
- Collect business documents from prospective clients (photo ID, tax returns, bank statements and business license), as well as following the loan approval (entity formation documents, voided check, applicable licenses/permits) in timely manner.
- Collect impact data from borrowers, including increases in business revenue, details about new contracts secured, hiring of new employees, increase in business assets, bonds obtained, increase in bonding capacity, etc.
- Enter all details about client contact and program impact data into Greenline's database on a daily basis, to maintain updated information and to provide inputs for monthly reports.

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General Program Support

- Serve as the primary contact for program inquiries from various sources: electronic, phone calls, on site.
- Perform targeted outreach activities to inform small businesses about new opportunities for their businesses, such as training, networking, grants, and capital financing.
- Maintain an attendance list for all workshops, conferences, and educational events.
- Provide the organization with program assistance and support.

Relationship Development

- Participate in relevant networks of community economic development and sustainable development practitioners across the City and the region.
- Represent Greenline at conferences, events, and functions when needed.

General

- Practice safety in all aspects of the job.
- Demonstrate respect at all times.
- Ensure compliance with company policies, regulatory requirements, and industry standards.
- Other duties as assigned.

QUALIFICATIONS AND CHARACTERISTICS

Knowledge and experience:

Bachelor's degree in business administration or a related field, with 3 to 4 years of experience directly related to the duties and responsibilities specified. Strong computer skills proficiency in Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint. Working knowledge of business and entrepreneurship, budgets and financial statements. Excellent oral and written communication skills, and strong interpersonal relationship skills. Strong organizational skills, attention to detail, and the ability to manage deadlines and comply with reporting requirements.

Personal characteristics:

- Committed to innovation, sustainable development, and economic, environmental, and social justice.
- Highly self-motivated, well-organized, attentive to detail, creative, able to work on multiple projects at once while setting clear priorities.

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Communications:

- Bilingual proficiency in English and Spanish, with strong verbal and written communication skills, including the ability to prepare professional business correspondence in Spanish
- Strong writing skills with the ability to write clearly for a general audience
- Strong group facilitation skills and public speaking experience
- Strong interpersonal communication skills and the capacity to work constructively in teams

Physical:

- Manual dexterity needed to operate a computer and printer/scanner
- Able to perform assigned duties in a time-efficient manner
- Valid driver's license and the ability to drive
- Equal employment opportunity will be given to qualified persons with disabilities. Reasonable accommodation, as defined by applicable law, is available to all employees when a disability affects the employee's performance of their job functions.

Preferred qualifications and characteristics:

- Experience as an entrepreneur or working with entrepreneurs
- Experience with program management

Additional Information

This is a hybrid full-time position, with remote work allowed 2-3 days per week. The position offers a competitive salary based on experience, and a generous benefits package with paid time off, sick leave, and paid holidays. The office location is Greenline's Headquarters 3525 I Street, Unit 111, Philadelphia, PA.

How to Apply

To apply, please send your resume and cover letter to info@GreenlineAccess.org by Friday, 11/20/2026. No phone calls, please.