

**Position Title:** Underwriter

**FLSA Status:** Full-time

**Starting Salary:** \$16.00-18.00/hour

**Benefits:** Once eligible, 3% match for Individual Retirement Account

**Supervisor's Title:** Economic Development Director

**Location:** Buffalo, NY

**Organization Mission:** WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

**Website:** [www.wedibuffalo.org](http://www.wedibuffalo.org)

**Programs Overview:**

WEDI's mission is to strengthen communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers. Founded in 2006 by members of the Westminster Presbyterian Church to improve the quality of life for residents of Buffalo's West Side, WEDI (the Westminster Economic Development Initiative) has two focus areas—Education and Economic Development—and numerous programs including the West Side Bazaar. This dual focus makes WEDI unique among its peers. With a passionate, diverse staff that is representative of the constituents it serves, WEDI is well-poised to realize its vision that all residents of Western NY can succeed and thrive in a culturally inclusive community.

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**Position Summary:**

WEDI's Underwriter will manage the analyses of loan proposals submitted by WEDI Relationship Managers and will work closely with WEDI Relationship Managers to assist each client interested in WEDI's microloan program and provide them with a clear understanding of how to successfully be approved for a microloan.

**Essential Functions and Responsibilities:**

- Analyze historical and projected cash flow and assess business viability through interview with business owners and review of loan application, tax returns, income statements, bank statements, references, and any other relevant information necessary to triangulate to actual cash flow.
- Analyze other credit decision factors, such as, personal cash flow statements, credit history report, other collateral, or assets, and for what purposes WEDI's loan will be used.
- Prepare packaged loan proposals, memorandums recommending loan approval, and other documents to be reviewed by WEDI's approval authorities.

**VISION**

All residents of Western New York can succeed and thrive in a culturally inclusive community.

**MISSION**

WEDI strengthens communities through a continuum of educational and financial resources, removing systemic barriers to economic equity for all Western New Yorkers.

- Make decisive loan recommendations and clearly articulate and make a compelling case for loan decision to appropriate approval authorities.
- In conjunction with the Relationship Managers, efficiently process complete application packages, including screening packages against product guidelines and required documents, entering and processing loans in system, gathering all required documents, and closing out applications (approvals or declines) within target timeframe.
- Collaborate with WEDI Relationship Managers to deliver excellent customer experience, including proactively providing feedback on loan application fit with underwriting guidelines and clearly communicating and setting expectations process, timeline, etc.
- Support portfolio management activities including monitoring of high-risk loans.
- Assist in overall mission of WEDI by working in team environment to effectively complete other duties as assigned

**Required Qualifications:**

- Bachelor's degree in business, finance, or a related field, or an associate degree in banking or financial services preferred.
- Strong understanding of lending, including credit history and collateral.
- Strong analytical, math and auditing skills with willingness to use qualitative and quantitative data in decision-making.
- Superior communication and customer service skills and an ability to adapt to a wide variety of audiences, including clients, supervisor, direct report(s), peers, and external partners/vendors.
- Demonstrated self-starter who goes beyond job description to make sure goals are achieved.
- Very organized, detail-oriented, and fast and comfortable with various computing programs, primarily Microsoft.
- Demonstrated ability to meet deadlines with a high level of accuracy.
- Ability to thrive in an entrepreneurial, team-oriented, mission-driven environment
- Fluency in English language, both oral and written. Fluency in Spanish, Arabic, Burmese, and/or any other Asian or African languages is strongly preferred.

**Physical Demands:**

- Sitting in meetings for long periods of time at times between one and two hours.
- Visiting local businesses by car, walking, or public transportation.
- Frequent alpha/numeric keyboarding as well as oral communications.



- Ability to view a computer monitor for long periods of time.

**Organizational Policy/Procedure Compliance:**

- Follow all organizational policies and procedures as well as local, state, and federal laws.
- WEDI does not tolerate sexually, violently, or other unlawfully discriminatory actions, gestures, harassment, or statements. Any of these behaviors are subject to personnel action up to and including immediate termination. Such actions must be reported to the supervisor immediately.
- Always maintain confidentiality of organizational records and information.
- Maintain a professional, but friendly and culturally sensitive image.

We are looking for people who share our passion for advancing emerging entrepreneurs from diverse backgrounds. Interested in applying? Please send a resume and cover letter to [jobs@wedibuffalo.org](mailto:jobs@wedibuffalo.org).