



THE FOUNTAIN FUND

Job Announcement: Loan Specialist

Job Title: Loan Specialist

Collaborating with: All Fountain Fund sites

Reporting to: Director of Lending

Location: Charlottesville

Compensation: \$45,000 - \$52,000

Full-Time: 100%, 40 hours per week

Benefits: Medical / Dental paid in full, vacation and sick leave, disability and life insurance, retirement plan

OVERVIEW OF THE FOUNTAIN FUND:

The Fountain Fund increases economic opportunities for formerly incarcerated people to improve their lives and remain in their communities. We provide low-interest loans and financial coaching, helping formerly incarcerated people build credit and achieve their self-determined goals. When our Client Partners (borrowers) accomplish their self-determined goals, their economic opportunities increase.

Since its inception, the Fountain Fund has extended 1,200+ low-interest loans, a total of more than \$6M, accompanied by credit-building activities. \$3M has been recycled back into the community to help other Client Partners achieve their goals.

The Fountain Fund is expanding its lending into new geographic regions in partnership with regional and national organizations providing complementary reentry services. We currently have offices in Charlottesville, VA, Richmond, VA, Philadelphia, PA, and Boston, MA.

The Fountain Fund centers formerly incarcerated people in all aspects of the organization, including our staff, Board of Directors, and loan review committee.

LOAN SPECIALIST:

The Loan Specialist (LS) will work closely with the Director of Lending and staff in carrying out all of the functions of the lending process needed to achieve the organization's mission and lending objectives. There will be three primary responsibilities: Loan Underwriting, Scheduling Loan Closings, and Financial Coaching. The Loan Specialist will help to establish trusting relationships and will ensure that qualified applicants acquire loans in a timely manner.

The Lending Specialist will evaluate, underwrite, and prepare presentations for the Loan Review Committee, maintain loan records, schedule, prepare, conduct loan closings and participate in the loan collections process.

KEY RESPONSIBILITIES:

Loan Operations

The Loan Specialist (LS) will evaluate all loans in accordance with TFF Policy. This includes the review and analysis of loan applications within The Fountain Fund's loan criteria framework to identify strengths and deficiencies that will inform the evaluation and approval process. Working with the Director of Lending, the LS will ensure that the loan application process is followed thoroughly and fairly with all loan applicants to include the loan application, supporting documents, gathering information from applicants, courts, state agencies, references, and any other relevant sources.



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Responsibilities include:

- Interviewing applicants to determine financial eligibility and feasibility of granting loans.
- Thorough review and verification of all loan application documents, as well as evaluating credit reports and background checks.
- Conducting the underwriting process consistent with loan policies, procedures and criteria.
- Providing financial coaching and support through the underwriting process, including budgeting.
- Preparing loan summaries and loan review committee forms for presentation to the Loan Review Committee (LRC).
- Reviewing each loan application recommendation with the lending team before moving forward to the LRC.
- Making the presentation of loan applicants to the LRC.
- Notifying all applicants of loan decisions and setting up closings in a timely way.
- Preparing loan closing documents as required by loan policy.
- Schedule loan closings and counseling applicants on policies and responsibilities of entering into a loan agreement with TFF.
- Ensuring all loan information is accurately and fully tracked in our loan application and loan servicing portal and preparing data/reports about loans as requested.
- In collaboration with the team, maintaining contact with all Client Partners (CPs) so anticipated challenges with loan obligations can be addressed in a timely way.
- Following and participating in the collection procedure as outlined when necessary.
- Using FDIC Financial on-line “Smart Money” games as a way to teach and better understand Finance / Money.
- Providing support and mentoring to CPs during underwriting and on an ongoing basis to help resolve financial concerns or issues in their day-to-day lives.
- Maintaining partnerships with our financial institutions to assist with the 1-on-1 support/follow up CPs might want or need.

PREFERRED SKILLS:

- Criminal justice involvement – you have experienced incarceration personally and can relate well to people who have been incarcerated
- Passion for The Fountain Fund’s mission, and interest in being involved in a growing and learning organization
- Strong communication skills both written and oral
- Strong interpersonal / leadership skills
- Ability to work in a goal-oriented, team environment
- Computer skills
- Knowledge of lending/banking/finances
- Familiarity with loan applications and lending software
- Working knowledge of Local, State and Federal Lending Laws/Policies and Procedures



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TO APPLY:

Interested applicants should **send a cover letter** describing why you are interested in this position and how your past experience would enable you to be successful and a **resume or list of prior work experiences** to hireme@fountainfund.org. We will review applications immediately and continue until the position is filled. For best consideration apply before August 24, 2026.

The Fountain Fund is an equal opportunity employer; and all qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or any other characteristic protected by law.