



The National Bank of Indianapolis
Job Posting: Nonprofit Officer

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 upwards of 90% or greater staff retention year after year, and with highly competitive compensation and benefits, our staff enjoy a sense of stability not always experienced in the general work environment, as evidenced during the global pandemic and other notable events that caused many employers to reduce staff and benefits. Our 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 a diverse team of 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 coworkers. 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 Officer

Purpose of Position: This incumbent assists the First VP and Manager, Nonprofit Services with marketing banking services to new and existing nonprofit clients, constructively interacting with other Bank staff to achieve objectives while providing the highest level of personal service to clients. The incumbent is responsible for developing and maintaining a portfolio of loan and deposit relationships, and working with the First VP and Manager, Nonprofit Services to underwrite, approve and monitor quality of loans to nonprofit clients. Independent judgment is required to plan, prioritize and organize a diversified workload.

Essential Functions:

- ◆ Working both independently and in conjunction with the Manager, develop and maintain a portfolio of nonprofit client relationships
- ◆ Market loans and lines of credit to existing and prospective clients, underwriting, structuring and negotiating credit lines within designated limits
- ◆ Explain approval or denial decisions to clients, either in person or in writing
- ◆ Contact clients to collect past due loans, financial statements and collateral exceptions within own portfolio
- ◆ Monitor the credit quality of loans within own portfolio to ensure that Bank standards are being met; make recommendations for risk rating changes when necessary; address any deterioration in financial or collateral conditions promptly to reduce risk the Bank might incur as a result of the deterioration
- ◆ Independently and constructively interact with other areas of the Banks (such as Commercial Lending, Private Banking, Treasury Management, Wealth Management, Trust, and the Banking Centers) on referrals in order to provide clients with the most appropriate products and services to achieve their financial objectives.
- ◆ Meet regularly with clients and referral sources in order to promote the Bank's products and services
- ◆ Maintain and enhance nonprofit client relationships by being visible in the community, attending client events (during normal business hours as well as after hours), providing quality service, selling and cross-selling products and services, and otherwise expanding the provision of products and services to meet client needs and contribute to overall nonprofit goals and objectives
- ◆ Comply with all banking regulations and our own Bank policies and objectives
- ◆ Keep informed of nonprofit financing trends
- ◆ Assist in the supervision of department personnel by directing, coaching and otherwise providing quality leadership in accordance with established human resource policies and procedures to ensure a productive work environment

Additional Responsibilities:

May serve on special project committees or nonprofit boards if requested.

Requirements:

- ◆ Bachelors' degree in business or equivalent combination of education and banking experience
- ◆ Proven middle market lending knowledge and experience is required, as is formal commercial credit training
- ◆ Working knowledge of bank services and business development strategies, with at least five years of related experience preferred
- ◆ Proven ability to analyze financial reports
- ◆ Proven experience developing and maintaining a portfolio of complex loans and significant depository relationships
- ◆ Proven track record of delivering superior customer service
- ◆ Knowledge of banking laws and regulations
- ◆ Personal involvement in community and civic activities
- ◆ Excellent verbal and written communication skills, combined with well-honed presentation skills
- ◆ Excellent interpersonal skills, exhibiting a high degree of professionalism
- ◆ High degree of accuracy and attention to detail
- ◆ Proven ability to solve problems, organize and prioritize tasks, interpret data, and work with minimal supervision
- ◆ Proven team orientation and collaborative work style
- ◆ Computer proficiency, with a full understanding of Microsoft Office products and similar applications

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