**Company Information**

Israel Discount Bank of New York, also known by its registered service mark, "IDB Bank", is a full service commercial bank chartered by the State of New York and a member of the Federal Deposit Insurance Corporation (FDIC). Our liquidity and capital ratios are strong, and we are ranked by Crain's New York Business as the 24th largest commercial bank in the New York area. the Bank provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic status, citizenship status, marital status, military or veteran status, current unemployment or any other legally protected category in accordance with applicable federal, state and local law.

**Job Summary**

The Business Development Officer's primary responsibility is to identify, analyze, structure, negotiate and close Not-For-Profit lending transactions to meet loan production goals. Emphasis for this role will be various industry segments within Not-For-Profit (such as educational institutions, cultural institutions, social service agencies, community organizations and fundraising organizations, etc.). Geographic territory will be National however concentration will be in the New York/New Jersey metropolitan area as well as working with IDB's California and Florida teams. The individual is responsible for implementing IDB's NFP lending marketing strategy in the geographic territory. The individual is responsible for identifying appropriate referral sources and potential clients for IDB. The individual is also responsible for collaborating within IDB's NFP department for underwriting, documenting and closing transactions. The individual will also be responsible for cross-sell of non-credit products and services to meet performance objectives. The individual reports directly to the Group Head for NFP.

**Job Description**

* Originate transactions and maintain robust pipeline through direct calling on prospects and referral sources to meet loan production goals
* Strong client focus (quickly evaluate client needs; build/apply understanding of client's industry; tailor solutions to meet client needs; manage client expectations throughout process)
* Develop and deliver prospect and intermediary presentations and proposals
* Develop and maintain prospect and select intermediary relationships (CPA's, attorneys, investment banks, placement agents, private equity funds and other appropriate contacts)
* Participation and involvement as officer or board member in various industry and trade associations on a regional level
* Cross-sell all IDB Bank products to meet performance objectives for deposits and non-interest income
* Cultivate and maintain a network to generate future deal activity
* Plan and implement various marketing events through the assigned territory
* Collaborate with portfolio team to maintain relationships with existing customers and maximize cross-sell and referral opportunities
* Support team objectives to expand industry coverage and grow geographically

**Minimum Qualifications**

* Bachelor degree required
* Minimum seven years' experience in Not-For-Profit Lending with at least five years in origination with experience in underwriting and /or portfolio management highly desired
* Direct experience structuring and closing Not-For-Profit loan transactions, including tax-exempt bond transactions, in various industry segments
* Direct relationships with industry contacts and resources
* Direct knowledge of legal and operational aspects of NFP lending
* Track record of success in achieving production and sales goals
* Ability to work collaboratively with internal and external partners
* Works independently to cover the most complex of transactions
* Ability to work effectively and efficiently in a fast-paced environment
* Strong analytical and organizational skills
* Strong oral and written communication skills
* Proficient computer skills, including the ability to develop and maintain a contact database
* Business travel required

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

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