

## Prospect Bank Chief Retail Lending Officer Job Description

**Job Title:** Chief Retail Lending Officer  
**Reports To:** President  
**Prepared By:** Administrative Services

**Department:** 77  
**FLSA Status:** Exempt  
**Updated:** 03/18/2025

**Summary:** The Chief Retail Officer is responsible for providing support, direction, credit information, rate monitoring and loan policies and procedures to ensure the overall quality of the Bank's retail lending portfolio. This position is responsible for overseeing and managing consumer lending and residential mortgage lending.

### Essential Duties and Responsibilities:

- Collect and analyze financial information to support loan approval/denial decisions.
- Set retail loan pricing consistent with the Bank's goals and practices.
- Coordinate and develop loan products and programs consistent with the Bank's goals and practices.
- Ensure compliance with applicable Bank regulations for all consumer and residential mortgage lending practices.
- Pays particular attention to credit quality and making sure the bank stays within or under the quality standards set for the Bank.
- Responsible for overseeing and managing the correction of past due loans, monitoring of loan file exceptions outstanding, the collection of delinquent loans.
- Responsible for recommendations for charge-offs of problem loans, and the collection of charged-off loans.
- Adhere to customer confidentiality and information security programs for the consumer and mortgage lending function.
- Prepare monthly consumer and mortgage loan portfolio reports for the Board.
- Fulfills duties, projects or processes that may be assigned by Board or CEO.
- Job duties are subject to change by the employer as the organizational needs and requirements of the job change.

**Supervisory Responsibilities:** Directly supervises Mortgage Loan Officer(s) and Mortgage Loan Specialists.

**Qualifications:** Bachelor's degree (B. A.) from four-year College or university; or five years related experience and/or training; or equivalent combination of education and experience. MBA preferred. Ability of critical thinking and problem-solving plus good communication and presentation skills required. Knowledge of rate and risk structure of portfolio management plus experience with mortgage lending required.