



## Small Business Relationship Manager

First Resource Bank, a thriving community bank headquartered in Exton, PA and proudly recognized as one of the “Best Places to Work,” is excited to welcome a motivated, relationship-driven professional to our team as a Small Business Relationship Manager.

In this role, the Small Business Relationship Manager plays a key part in supporting the growth and success of our clients and our community. You’ll build and nurture meaningful relationships with small business owners and consumers, helping them achieve their goals through tailored deposit and lending solutions. This is a dynamic, outward-facing position ideal for someone who enjoys connecting with people, generating new opportunities, and following through with care and consistency.

As a trusted advisor, you’ll work closely with clients to understand their needs and provide thoughtful guidance, while also collaborating with internal partners to deliver a seamless, high-quality experience. If you’re energized by building relationships and making a tangible impact, you’ll find a rewarding home here as we continue to grow together.

### Essential functions/responsibilities:

- Identify opportunities to deepen relationships by cross-selling appropriate bank products and services, including cash management, merchant services, and personal banking solutions.
- Effectively follow up on internal referrals from branch staff, retail partners, and other business lines in a timely and professional manner.
- Manage and grow a portfolio of small business and consumer clients, typically ranging from approximately \$250K to \$500K in total relationship exposure (adjustable based on final scope).
- Proactively identify, develop, and close new small business relationships to achieve loan and deposit growth goals.
- Serve as a primary point of contact for loan inquiries referred to by retail branch partners.
- Analyze applicant financial statements, cash flow, and credit data to determine loan feasibility and structure appropriate financing solutions.
- Prepare and present loan recommendations in accordance with internal credit policies and risk standards.
- Build strong partnerships with branch staff to enhance referral pipelines and client experience.

- Maintain ongoing relationships with clients to support retention, cross-selling, and portfolio quality.
- Monitor portfolio performance, ensuring compliance with credit terms and addressing any emerging risks.
- Participate in professional organizations, networking events, and community activities to promote business development and brand presence.
- Stay current on industry trends, market conditions, and regulatory requirements.
- Maintain an NMLS registration in order to support consumer lending

### **Competencies (Knowledge, Skills, & Abilities)**

- Strong understanding of financial statement analysis, cash flow, and credit fundamentals
- Proven ability to develop new business and meet production goals
- Excellent interpersonal, communication, and relationship-building skills
- Excellent verbal and written communication skills.
- Ability to work collaboratively with retail partners and internal stakeholders
- Excellent sales skills.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced environment.
- Proficient with Microsoft Office Suite or related software

### **Supervisory Responsibilities:**

- None

### **Education and Experience:**

- Bachelor's degree in Finance, Business, Accounting, or a related field (or equivalent experience) preferred
- 3-5+ years of experience in banking, lending, credit analysis, or small business relationship management

### **Physical Requirements:**

- Ability to travel frequently among various locations
- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

At First Resource Bank, you will enjoy an incredible family-style, community-focused atmosphere. Our excellent benefit package reflects the respect and appreciation we have for our team members.

We offer:

- Excellent annual compensation commensurate with experience
- Health, dental, vision, short- and long-term disability, and life insurance
- Enrollment in 401K plan with company contribution (after 6 months of service)
- Optional enrollment in ESPP stock plan (after 6 months of service)
- Paid time off
- Additional days off for Federal Holidays

**First Resource Bank is an Equal Opportunity Employer**

To submit your application, resume, and cover letter, please visit the following link:  
<https://recruiting.paylocity.com/recruiting/jobs/All/03c33d56-8789-45c2-bf68-69ba32f70460/First-Resource-Bank>