

SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

Job Title: **Lending Specialist**

Supervisor: Director of Homeownership Services

Classification: Exempt

Proposed Approval Date: July 2024

SUMMARY:

This position is responsible for the management, administration, budgeting and general oversight of all lending programs administered by the organization. The position will work directly with property owners as needed to complete the lending process (homeowners, landlords, and commercial property owners). The position will also be responsible for underwriting and packaging of loans for home purchase clients and lenders. The staff will be familiar with lending requirements for all SWMHP administered loan programs and will ensure the organization's compliance with those products. The staff will establish monitoring systems to review the efficiency and accuracy of the administration of each program. The position will manage the organization's partnerships with other agencies, funders, etc., to perpetuate the success of each project and program.

To be amazing in this role, you will have an understanding of real estate transactions and be able to calculate moderate to complex math calculations. You are welcoming, engaging and excited to call back customers in assisting them through the process. You are a connector, eager to get out into the community and be an ambassador for our organization and services. Finally, you are resourceful and feel comfortable with technology as well as managing the details of a busy office.

Required

- Customer focused, with strong written and verbal communication skills.
- Strong working knowledge of the Microsoft Office suite of applications.
- Ability to work independently, is motivated and a self-starter.
- Ability to handle moderate to complex mathematical calculations
- Detail-orientated, with a passion to learn new skills and techniques to promote efficiency and successful customer and process outcomes.
- Ability to identify areas of improvement for processes, policies, and procedures
- Flexible, with the ability to manage multiple tasks in high volume work environment.
- Ability to work with the public, articulate ideas and work with differing cultural and economic backgrounds.
- Knowledge of the principles of underwriting.

Desired

- Bachelor's degree from an accredited college or university, preferably in the field of Economics, Business Finance, or Public Financial Management or 4 plus years in underwriting and/or lending.
- Minimum of 1 year experience in professional lending or administration of Federal/State programs.
- Comfort and experience with public presentations.
- Ability to problem solve and identify new solutions and adaptations.
- Willingness to work flexible schedules.
- Demonstrated time management skills.
- Passion for the mission of the organization.
- Fluency in two or more languages (including English).

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

Program Marketing: Assist the staff in marketing loan products by providing product information.

Program Administration: Oversee all aspects of lending products for the organization. Manage the application process for the applicants to the program and ensure that all eligibility requirements are met. Maintain an organized file maintenance and reporting system. Coordinate draws, financial closings and other program requirements. Maintain good relationships and communicate regularly with customers and funders. Manage the usage of funds to ensure success. Ensure compliance with any Federal, State or other program requirements.

USDA Rural Development Loan Packaging and Intermediary: Administer the processing and collecting of loan applications for the USDA 502 Direct Loan program. Manage all aspects of the package for applicants, compile information, verifying eligibility, submitting package, follow-up all the way through the closing of the loan. Coordinate services as required by USDA and communicate with all parties to the loan. Ensure compliance of USDA requirements.

Loan Underwriting: Underwrite loans originated by the organization. Collect specific information from customers as needed. Compile and maintain complete files.

Loan Processing: Manage loan intake process to ensure maximum efficiency. Prepare standardized loan documents for SWMHP lending programs. Maintain loan documents so that they are easily accessible and establish a periodic review schedule. Prepare loan documents as required for each transaction. Ensure that all documentation is collected for each borrower and is managed in an organized file system. Review loan documents prepared by other lenders for the organization to ensure accountability and compliance.

Lending Database: Supervise and manage the use of the organization's Client Management System. Work with other staff identified to devise a systematic and efficient approach to

entering and retrieving data. Maintain a database of all loan products offered or managed by the organization by project.

Budgeting: Continually monitor loan fund balances for all products offered or used by the organization or its partners to ensure sufficient funds, manage changes to the fund or prepare requests for additional funding as needed.

Partner Relations: Work with other housing partners (Lenders, Realtors, Home Inspectors, Title Companies and partner organizations) to provide information about products provided by the SWMHP or its customers for residents of the region. Prepare materials and presentations to effectively communicate information. Coordinate regional lending meetings to disseminate information.

Closing Agent: Manage the loan documents required to properly secure funds for either the organization or its funders. Coordinate closings with owners, manage fees, and ensure accuracy of documents. Coordinate the recording and collection of documents.

Grant Reporting: Prepare reports required by funding agencies, as necessary, and in conjunction with the Finance Department.

Community Representation: Represent the Southwest Minnesota Housing Partnership in communities, counties, state and federal organizations, foundations and all other public activities at the direction of the CEO, COO, or the position's Supervisor.

Travel: Travel within the region frequently (weekly), within the State Minnesota occasionally (monthly), and will travel out of state as needed for training and other staff development opportunities. Must be willing to drive company vehicles or personal vehicles as required.

Lifting: Lift more than 50 pounds on occasion.

Hours: Work primarily daytime office hours during the week but will be expected to work a flexible schedule including evening hours and weekends to accommodate customer needs and deadlines.

DISCLAIMER AND APPROVAL

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Management reserves the right to change or modify such duties as required. This position will perform other duties as assigned by the position's Supervisor and the Chief Executive Officer.

Employee Acknowledgment:

Signature

Date

Employer Acknowledgment:

Signature

Date