



JOB ANNOUNCEMENT

Loan Processor

DEPARTMENT NAME: First-Time Homebuyer

POSITION REPORTS TO: Manager, Homebuyer Programs

OFFICE LOCATION: 75 E. Santa Clara Street, Suite 1350, San Jose, CA

MISSION AND HISTORY

Housing Trust is leading the effort to create a strong affordable housing market in the greater Bay Area as one of the region's highest-volume nonprofit housing lenders. Serving people experiencing homelessness to renters to first-time homebuyers, we assist a wide range of residents with programs across the entire spectrum of housing issues. Since 2000, Housing Trust has invested \$355 million – creating nearly 21,000 affordable housing opportunities serving over 38,000 of our neighbors. Housing Trust has led the way in engaging local corporations and foundations in investing hundreds of millions of dollars to work with us to bring more solutions to the market all while experiencing several years of high growth in our lending business.

Housing Trust is looking for exceptional people who believe that safe, stable affordable housing opens the door to better living for everyone. We embrace diversity. We nurture it and we thrive on it because it benefits our organization, our partners, and our community.

POSITION OVERVIEW

In recognition of increasing demand for homebuyer assistance, we are in search of a Loan Processor/Funder. What are we looking for? Someone whose knowledge and ability to execute strengthens the Housing Trust homebuyer team's capacity. Someone who is driven to help others and dedicated to providing excellent customer service. Someone who is ready to engage immediately and willing to develop new skills.

KEY RESPONSIBILITIES

General Loan Processing Duties

- Process all new eligibility and purchase loan applications at intake by assigning and creating a file, entering initial data into required fields in Salesforce, organize documents for underwriting review, open a secured file folder for receipt of documents from applicant, and send an introductory email to applicant.
- Print and file loan documents sent by applicants and other related third parties.
- Prepare determination letters, disclosures, loan documents, and funding instructions for new loans and below market purchase program buyers;
- Schedule appointments for one-on-one counseling with the applicant, in-house notary, and Housing Trust loan officer, and prepare any additional documentation and/or disclosures;

File Closing and Document Management

- Facilitate closing actions to ensure a timely and effective closing process by coordinating with title companies and senior mortgage lender and requesting funding conditions for loans.
- Prepare funding requests to Finance department for all loan programs;
- Monitor closed files for closing settlement statements, recorded Deed of Trusts, recorded Request for Notices, and Title Policies.



- Complete closed files by scanning files for online storage, prepare transfer of appropriate files to Asset Management department, or for any other required file disposition;

Additional:

- Assist in answering all email, phone or in-person inquiries regarding homebuyer assistance programs.
- Conduct weekly follow ups via staff meeting and email.
- Exercise good judgment, conduct reasonableness tests and issue quality decisions.

QUALIFICATIONS

- High School diploma and two or more years of related experience in loan processing and underwriting of home mortgage loans required.
- General knowledge in Regulatory Compliance of the following laws and related regulations, Truth in Lending Act, RESPA, fair lending laws, (including ECOA, FHA & HMDA), FCRA, FTC Act and other Federal and State lending laws.
- Working knowledge of FNMA, FHLC, FHA and VA guidelines required.
- Familiarity with basic real estate and finance terms and concepts.
- Proficient in Microsoft Office, file management software (Box), and CRM software (Salesforce)
- Proven sales/relationship building and customer service experience is required.
- Strong writing, analytical and verbal communication skills.
- Proficiency in Spanish desirable
- Licensed and registered through the Nationwide Mortgage Licensing System, a plus
- Highly skilled at collaborating across various levels of diversity including race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation.
- Embrace a work culture that celebrates creativity and innovation.
- Ability to respond quickly and effectively to changing demands while continually delivering high performance.

COMPENSATION

Housing Trust offers a competitive compensation package, including a bonus plan and benefits. This is a non-exempt, full-time position. Hourly range for this position is \$31.25 to \$34.62. Resumes will be reviewed and considered on an ongoing basis. To be considered for this position, please submit a letter of interest and resume to housingtrust@lani.com

Housing Trust is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation. Housing Trust is committed to diversity, equity and inclusion and our goal is to have a workforce (at all job levels) that is representative of the communities we serve.