

Mortgage Loan Originator

Neighborhood Finance Corporation



Neighborhood Finance Corporation (NFC) is a well-established non-profit organization with a team oriented work environment. NFC is opening an office in Cedar Rapids, Iowa as we celebrate our 28th Anniversary as a mortgage lender.

Our mission: NFC provides unique lending programs and other services to facilitate targeted neighborhood revitalization in Polk County and Cedar Rapids, Iowa, through partnerships with residents, governments, community based organizations and the business community.

NFC is seeking a qualified and licensed Mortgage Loan Originator to join our team in the new Cedar Rapids office. This is a full-time position, but NFC will consider part-time applicants. The ideal candidate should have conventional mortgage lending experience, including knowledge of Fannie Mae requirements. In addition, the ideal candidate will be NMLS Licensed upon hire, but NFC will consider candidates that are NMLS Registered and are prepared to complete the licensing process within 60 days of hire. This position will report to the Director of Lending and will be responsible for originating purchase, refinance and home improvement loans. The Loan Originator in Cedar Rapids will also serve as the primary point of contact with the Cedar Rapids community with regular support provided by the NFC management team.

Summary: At the direction of the Director of Lending, this position is responsible for meeting with potential customers, taking loan applications, and assisting with processing loan applications in some instances. Understanding of NFC's unique role as a nonprofit mortgage company and unique lending products is imperative.

Specific Job Functions:

- Pre-qualification interviews with potential borrowers on the phone and during scheduled appointments.
- Accept loan applications for 1-4 unit owner-occupied properties, work with the inspector to determine necessary renovations, process the loan application as needed, and prepare the loan application for underwriting and closing.
- Refer clients with barriers to nonprofit housing and credit counseling agencies based on assessment of client's needs.
- Analyze requested renovation in relationship to current zoning, historic preservation issues, and completeness and quality of bids. Knowledge of renovation terms and ability to work with contractors is desirable.
- Engage with the Cedar Rapids community in partnership with the NFC management team. Prepare and give presentations and workshops to Real Estate agents, neighborhood associations, other housing non-profits, and other special interest groups.
- Remain current on Consumer Financial Protection Bureau (CFPB) and GSE rules and work with the NFC team to effectively implement updates to processes and procedures to remain in compliance.
- Assist and participate in other projects as assigned by management.

Job Requirements:

- NMLS License is preferred or the ability to receive license within 60 days of hire.
- Strong customer service skills and the ability to explain complex lending products.
- The preferred candidate will have a two or four year college degree; a high school diploma is the minimum requirement.
- A minimum of 3-5 years of loan origination experience.
- Knowledge of underwriting guidelines for conventional mortgage loans; specifically Fannie Mae guidelines.
- Strong communication skills – written and speaking.
- Ability to engage with the community to effectively market NFC Cedar Rapids programs.
- Working knowledge of Spanish is desirable.
- Proficiency with MS Office applications including Word, Outlook, PowerPoint and Excel. Ability to learn loan origination system.
- Travel (10% or less) will be required to attend appropriate training, conference events and/or visits to the Des Moines office for meetings.

NFC offers competitive company benefits including medical/dental/vision/life insurance, business casual dress, paid sick/vacation leave, cafeteria plan, and 401(K) plan. Some benefits may only be available to full-time employees. Office hours are Monday through Friday 8:30 am to 5:00 pm. Flexible hours can be approved through your manager taking into account the duties of the position and business needs.

Please send cover letter and resume to:
Executive Director
NEIGHBORHOOD FINANCE CORPORATION
1912 SIXTH AVENUE
DES MOINES, IOWA 50314
Or spreusch@neighborhoodfinance.org
No phone calls please