

# Renovation Coordinator & Inspector

Neighborhood Finance Corporation



Neighborhood Finance Corporation (NFC) is a well-established non-profit organization with a team oriented work environment. We are celebrating our 29<sup>th</sup> Anniversary as a mortgage lender in Des Moines and Polk County. NFC opened a new office in Cedar Rapids October 1, 2018.

**Our mission:** NFC provides unique lending programs and other services to facilitate targeted neighborhood revitalization through partnerships with residents, governments, community based organizations, financial institutions, and the business community.

NFC is seeking a qualified Renovation Coordinator & Inspector to join our team. The ideal candidate will have the ability to perform inspections on one to four family homes intended for homeownership. This includes analyzing health and safety items, code compliance, protection of the collateral, as well as the construction needs, feasibility and impact on neighborhood revitalization. The candidate will have excellent communication skills, the ability to tactfully engage in a diverse environment, be dependable, and readily able to adapt to change. This position will primarily be in our Des Moines office.

## **Summary:**

At the direction of the Director of Lending, this position is responsibilities are:

- Inspect properties where homebuyers or homeowners are applying for an NFC Advantage Loan to determine items that will be required to address deferred maintenance, health and safety, code compliance, and to protect the collateral.
- Understand NFC's unique role as a renovation lender with a neighborhood revitalization mission.
- Work directly with homebuyers and homeowners to determine a scope of work that will result in the greatest benefit to both the client, the property value and the goal of neighborhood revitalization.
- Develop working relationships with homebuyers, homeowners and contractors to assure that NFC borrowers are able to timely develop a scope of work and close their loan within sixty days or less of application.
- Provide assistance to NFC Properties LLC and NFC Cedar Rapids during vacation and other times as needed.

## **Specific Job Functions:**

1. Inspect homes and prepare a list of items that will be required as part of the NFC Advantage Loan.
2. Work with the homebuyer or homeowner, Realtor, contractor, and the NFC loan origination staff to determine a scope of work that meets the NFC lending requirements and the

expectations of the borrower, while furthering the mission of neighborhood revitalization and protecting the property as the lending collateral.

3. Establish and maintain an inspection and renovation consolation protocol to assure a maximum sixty day closing for all NFC Advantage Loans. This includes providing a complete renovation package to the Underwriter.
4. Develop and maintain a list of contractors in Des Moines and Cedar Rapids that can serve as a resource for NFC borrowers.
5. Attend weekly loan production meetings.
6. Work in cooperation with the Renovation Specialist to provide timely inspections for work in progress and final payments to contractors in accordance with NFC's contractor payment policies and procedures.
7. Consult with homeowners and contractors during the construction process to assure renovations projects are completed with six months.
8. Serve as the back-up for NFC Properties LLC Real Estate Development Program Manager and the Cedar Rapids City Inspector as needed.

**Job Requirements:**

- Requires a high school education or equivalent.
- Must have reliable transportation, driver's license and insurance (NFC will provide mileage reimbursement).
- At least five years of experience in a construction trade or similar education.
- Experience in construction management and/or inspections is preferred.
- Comfortable in a multi-tasking work environment. This includes being organized, managing time well, working independently, prioritizing timelines, and being detailed oriented.
- Excellent oral communication skills and the ability to build a rapport with homebuyers, homeowners, Realtors and contractors.
- Proficiency with MS Office applications including Word, Outlook and Excel.
- Ability to learn NFC's loan origination system Byte Pro.
- Travel (10% or less) will be required to perform duties in Cedar Rapids, and attend appropriate training and conference events.

NFC offers competitive company benefits including free parking, business casual dress, paid sick/vacation leave, cafeteria plan, and 401(K) plan. 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:

Director of Lending

NEIGHBORHOOD FINANCE CORPORATION

1912 SIXTH AVENUE DES MOINES, IOWA 50314

Or [tgearhart@neighborhoodfinance.org](mailto:tgearhart@neighborhoodfinance.org)

No phone calls please