

**Habitat for Humanity of Lee and Hendry Counties, Inc.  
Position Description**

<b>Position Title: Housing Finance Coordinator</b>	<b>Full Time <u> X </u> or Part Time <u>    </u></b>
<b>Team: Family Services</b>	<b>Hourly <u> X </u> or Salaried <u>    </u></b>
<b>Supervisor Title: Director of Housing Finance</b>	<b>Revision Date 5-5-21</b>
	<b>Approved By: Tanya Soholt</b>

**Core Responsibilities:**

- Manage program inquires and facilitate homeowner information meetings in accordance with CFPB regulations
- Responsible for managing the application timeline as it relates to Dodd Frank, ECOA and RESPA
- Process pre-applications by analyzing applicant's financial status, credit, and property evaluations to determine feasibility of granting a loan
- Obtain and compile copies of applicant's financial information, credit history and other financial information.
- Obtain and compile copies of required program documents
- Continually research, learn and understand the laws and regulations that affect loan origination
- Maintain program and loan origination software and databases
- Work in partnership with Habitat home buyers, their housing advisors and the construction supervisors.
- Mentor and meet regularly with homeowner candidates to ensure they successfully complete partnership requirements and remain eligible for the loan
- Collect and track homeowner candidate's performance of program requirements
- Ensure all loans are closed in accordance with CFPB regulations and affiliate underwriting standards
- Prepare and maintaining program files
- Prepare and maintain loan origination files
- Prepare loans for mortgage servicing
- Develop and maintain effective working relationships with collaborating agencies and other industry partners leveraging relationship building opportunities, where applicable.
- Participate in additional projects as assigned by management.

**Competencies:**

- Demonstrate ability to handle multiple tasks simultaneously and work in a fast-paced environment with a sense of urgency
- Attention to detail
- Strong organizational and teamwork skills
- Excellent interpersonal and communication skills
- Ability to learn quickly and follow processes and procedures
- Must have understanding of the challenges facing low-income families
- Must have ability to maintain professional, unbiased and equitable attitude
- Must have understanding and appreciation of the mission of Habitat for Humanity

## **Knowledge and Skills**

- Knowledge of Microsoft Office products (Word, Excel, Outlook, etc.) at a proficient level.
- Knowledge of typical business correspondence (grammar, structure, punctuation, spelling, etc.) at a proficient level.
- Strong financial skills

## **Position Requirements:**

- Bachelor's Degree or equivalent work experience
- Valid Florida Driver's License
- Acceptable QLO/MLO Background check

## **Physical Requirements**

- Regularly spend hours sitting and using office equipment and computers
- Regularly spend hours standing
- Regularly work on repetitive tasks
- Regularly see details of objects that are less than a few feet away
- Regularly speak clearly so listeners can understand
- Frequently bend to file and maintain files
- Regularly lift 5-20 pounds

## **WORK ENVIRONMENT AND CONDITIONS:**

- Majority of day working in an office setting
- Generally quiet environment

## **Other Duties**

- Please note this position description is designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the associate for this job. Duties, responsibilities and activities may change at any time with or without notice.

*Habitat for Humanity of Lee & Hendy Counties is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.*