

## POSITION DESCRIPTION

Montana Homeownership Network  
dba NeighborWorks Montana

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**JOB TITLE:** Real Estate Loan Specialist

**JOB LOCATION:** Montana; Great Falls preferred

**REPORTS TO:** Real Estate Lending Manager

**REVISION DATE:** 6/17/2022

**POSITION STATUS:** Regular Full-Time

**POSITION TERMS:** Permanent

**FLSA STATUS:** Non-Exempt

**GRADE:** 7

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**JOB SUMMARY:** Key staff person supporting NWMT's Real Estate Development and Acquisition (REDA) lending program, working with the Real Estate Lending Manager to deploy, maintain, and service NWMT's REDA loans. This program supports the preservation and creation of affordable housing across Montana. Specialist will receive, compile, and prepare documents for review and ensure continued success of the REDA program through file maintenance, loan servicing, and annual reviews. Staff will interact with loan clients, housing developers, non-profit partners, state and local government, and funders.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED and three years relevant education and/or experience with preference for experience with real estate or finance sectors. Types of knowledge and training background to include some portion of the following: lending documentation and vocabulary, lending compliance, grant compliance, analyzing and interpreting financial data of non-profit or for-profit entities. High attention to detail and excellent organizational skills required. Positive attitude and proven ability to work in a small team environment. Proven ability in oral and written communications. Extensive experience in Microsoft Excel, Word, Outlook, and basic familiarity with accounting principles. Applicant must have an aptitude for financial details and the ability to understand established lending requirements.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### REDA Lending and Servicing

- Support the Real Estate Lending Manager with intake and analysis of new loan requests
- Maintain REDA loan log information and data to support NWMT compliance and marketing
- Assist with preparation of loan closing documents, including accurate updates of documentation needed
- Review closed REDA loan packages for completeness, follow up on missing or inaccurate documentation
- Ensure REDA loan files are maintained with proper documentation while the loan is outstanding including: insurance requirements, project updates, and financial analyses, according to loan agreements and program guidelines
- Review, respond to, and compile draw requests to support REDA projects and submit to NWMT accounting department for processing
- Receive and compile quarterly and annual financial information and project updates from REDA projects and borrowers per loan agreements and program guidelines
- Perform annual reviews for outstanding REDA loans in consultation with the Real Estate Lending Manager, including site visits as appropriate to NWMT policies and project needs
- Monitor delinquencies on loans and loans in forbearance
- Respond to payoff requests and ensure reconveyances are completed in a timely manner
- Analyze escrow accounts held by NWMT to properly identify, update, and implement escrow changes
- Work in concert with NWMT Resident Owned Community (ROC) Team and Real Estate Lending Manager to review ROC financials and annual budgets in relation to annual reviews and potential escrow changes

**Resource Development and Compliance**

- Process and compile grant reports to support REDA lending and resource development for projects with specific funding sources including HOME, ARPA, etc.
- Work with REDA Lending Manager to prepare accurate and timely reports for grantors and donors relevant to the REDA loan portfolio and impacts such as NeighborWorks America, CDFI, OFN, and individual investors

**Other Duties**

- As requested by manager and colleagues
- Participate in continuing education to maintain current and updated knowledge of lending rules and regulations, real estate finance, and the affordable housing industry
- Participate in planning, training, staff, and board meetings as requested

**This job description describes the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.**

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to perform tasks which involve the ability to exert light physical effort in sedentary to light work on a daily basis. Tasks will involve extended periods of time at a keyboard or workstation and substantial time communicating by telephone and email.

This position requires some travel. Applicants must have a valid driver's license. Extended work hours during high volume time periods may be required.

This document does not create an employment contract, implied or otherwise. NeighborWorks Montana retains the discretion to add or change the duties of this position at any time.

By signing below I acknowledge that I have read and understand the requirements and performance criteria for this position.

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Employees' Signature

Date

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Supervisor's Signature

Date