

INVESTOR DELIVERY COORDINATOR

APPLICATION DEADLINE IS TUESDAY, SEPTEMBER 10, 2024 AT 11:59PM

Division: Single Family Loan Operations
Reports to: Assistant Director of Single Family Loan Operations
Location: Nashville, TN
Full-time/Part-time: Full-time
Salary Grade: M
Monthly Salary Range Minimum: \$5,050
FLSA Classification: Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Provides technical support to the Division with the secondary and correspondent mortgage loan delivery in accordance with Fannie Mae (FNMA), Freddie Mac (FHLMC), Ginnie Mae, Government, Investor, and Agency guidelines; works with internal and external contacts to clear conditions and/or provide required documents while prioritizing delivery by scheduled commitment delivery dates.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Creates pooling calendar for the Division, based upon communication from Capital Markets; proactively monitors expiring commitment dates to ensure loans are delivered and ready for certification prior to the lock expiration date; Offers support to the Assistant Director and Director in monitoring the FHLMC, FNMA or GNMA pipeline to identify timing issues.
- Works with document custodian to ensure agency review occurs prior to the pooling commitment funding date; Responsible for knowing the loan delivery guidelines, meeting the specific loan delivery requirements of each investor and their various systems, endorsement of mortgage notes to investors including generating allonge to a note for GNMA poolings.
- Processes overnight collateral packages accurately; validating loan closed according to terms outlined in the THDA commitment. Secures the documentation in compliance with internal policies and procedures; Prepares daily note log and provides to the Post-Closing team; documenting any deficiencies, communicates externally and internally for successful results in accurate collateral documentation, maintaining timely follow-up.
- Communicates with post-closing staff and Originating Agents (OAs) for the delivery of the Uniform Loan Delivery Dataset (ULDD); Submits the ULDD to Freddie Mac within the Loan Quality Advisor (LQA) and Loan Selling Advisor (LSA) electronic systems, analyzing results; works diligently with the OA and the Post-Closing Coordinator to clear any critical errors with LSA.
- Prepares collateral packages accurately to be shipped to document custodian per their guidelines, under the appropriate agreement and purchasing source.
- Monitors collateral statuses in Loan Selling Advisor (LSA), Loan Origination System (LOS) and Document Custodian's system to ensure all collateral is delivered within targeted purchase/settlement range.
- Monitors final documentation pipeline for final certification with Ginnie Mae; working with document custodian to execute final certification in GinnieNet system within established timeline.
- Maintains a high level of written and oral communication with OAs to ensure accurate and timely receipt of documentation. Assists Funding Manager with documentation requirements for loan purchases; Cross trains in other areas of post-closing for overflow.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High school diploma or equivalent GED. Bachelors degree in finance or related field preferred.
- Three years of experience in the mortgage lending field, with a focus on loan delivery preferred
- Recent employment in the mortgage banking field is preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Knowledge of secondary market and regulatory requirements for Federal Housing Administration (FHA), Veterans Administration (VA), United States Department of Agriculture/Rural Development (USDA/RD), Federal Home Loan Mortgage Corporation (FHLMC), Federal National Mortgage Association (FNMA), and Private Mortgage Insurance (PMI).
- Knowledge of Loan Product Advisor and Loan Selling Advisor or the ability to learn and understand these quickly.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Builds and maintains positive relationships with internal and external constituents.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Ability to exercise good judgment in evaluating complex situations.
- Ability to adjust to frequent procedural change.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is regularly required to walk and to reach with hands and arms.
- The employee is occasionally required to stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE APPLICATION INSTRUCTIONS