

## Mortgage Loan Processor

Want to make a difference? Fahe is on a mission to eliminate persistent poverty in Appalachia. Our unique collaborative model connects a Network of local, regional, and national leaders, all working together to uplift our nation's rural places. Since our inception in 1980, the Fahe Network has served more than 450,000 people, made \$703.5 million in direct investments, and achieved a total cumulative financial impact of over a billion dollars in Appalachia.

### **Job Summary:**

This position has primary responsibility for processing of mortgage loan applications which are delivered to Fahe from both our participating originators and directly through Fahe staff. Ensure that all loans comply with programmatic and administrative regulations and the laws which may apply to each loan. The position utilizes all software systems to ensure compliance and to produce and maintain company records and reports on lending activity. Works closely with all Fahe lending partners to include state housing agencies, Neighborworks, and private investors to produce the loans of a quality and quantity to ensure that corporate lending goals are met.

### **Essential Duties and Functions:**

Processing and closing of mortgage loan applications;

- Ensuring that all loans comply with programmatic and administrative regulations and the laws;
- Works closely with all Fahe lending partners;
- Producing the loans of a quality and quantity that ensures corporate lending goals are met.

### **Requirements for this position include:**

Industry experience, 3-5 years preferred;

- Excellent customer service approach with ability to multi-task;
- Ability to work independently and collaboratively;
- Articulate; Self-motivated
- Strong organizational skills with strict attention to detail;
- Excellent written and verbal communication skills,

- Demonstrate a professional demeanor;
- Ability to retain and adapt within a consistently changing environment
- Knowledge and proficiency working with MS Office applications.

**Preferred Education and Experience:**

High school diploma. Industry experience, 3-5 years preferred

Fahe is an Equal Opportunity Employer seeking applicants who can bring diverse viewpoints, experience, talents, and culture to promote our organization's mission of eliminating persistent poverty in Appalachia. We offer a diverse work environment with competitive salaries and excellent benefits. Visit [www.fahe.org](http://www.fahe.org) to learn more about Fahe.

Qualified candidates may submit a resume and cover letter to [hr@fahe.org](mailto:hr@fahe.org) or mail to Fahe/ATTN: Human Resources; 319 Oak Street; Berea, KY 40403.