

## **PROGRAM DEVELOPMENT COORDINATOR**

**APPLICATION DEADLINE IS FRIDAY, SEPTEMBER 11, 2015 AT 11:59P.M.**

**Division:** Single Family Programs  
**Reports to:** Assistant Director of Single Family Special Programs  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full-time  
**Salary Grade:** 33  
**Monthly Salary Range Minimum:** \$3,673  
**FLSA Classification:**

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:** Assists in the development of mortgage programs and the promotion, training and education of new program initiatives; provides technical support to the Assistant Director of Single Family Special Programs, the Director of Loan Operations and the Sr. Director of Single Family Programs, as well as assisting in implementation and administration of the systems related to homeownership and statistical data on mortgage loans for the organization.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Maintains effective working relationships with private mortgage insurance companies, financial institutions and mortgage servicing institutions across or contiguous to the state participating in the agency's loan programs.
- Maintains knowledge of industry loan products, processing procedures, underwriting and general guidelines to include changes and updates.
- Evaluates and recommends enhancements to current Mortgage Revenue Bond (MRB) program and alternative funding sources for future mortgage programs.
- Assists the Assistant Director of Single Family Special Programs with the administration of the National Foreclosure Mitigation Counseling (NFMC) Grant Program.
  - Processes sub-grantee reporting data and uploads scrubbed data to the NFMC Data Collection system weekly.
  - Generates and disburses weekly production-based payments to the sub-grantees.
  - Retains and organizes all sub-grantee reporting data and all disbursement information.
  - Assists with all NFMC reporting, including the aggregating of sub-grantee data and the completion of quarterly and final grantee reports.
  - Assists with grantee and sub-grantee applications and agreements.
- Assists with some aspects of training new employees and existing staff members, Counseling Provider Partners, Realtors and Lending Partners.
- Prepares regular status reports that track activities and performance.
- Provides technical expertise and guidance to the Single Family Staff as directed by the Assistant Director of Single Family Special Programs, Director of Loan Operations or the Sr. Director of Single Family Programs.
- Assists in the maintenance of the Program Guides and Policy and Procedural Manuals.
- Works closely with Community Outreach in implementing effective marketing strategies to generate loan production.
- Works closely with Homebuyer Education Initiative (HBEI) staff to incorporate compliance with HBEI requirements as they pertain to THDA mortgage loan products.

- Maintains a current awareness of economic and real estate trends and performs regular analysis or reports on trends in the industry.

### **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.
- Bachelor's degree in business administration, accounting, marketing or related field preferred.
- Two years of experience in the lending industry and/or housing grant administration.

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 methods of the practice of mortgage loan origination and servicing.
- Knowledge of Housing and Urban Development (HUD), Federal Housing Administration (FHA), Veterans Administration (VA), United States Department of Agriculture/Rural Development (USDA/RD) and Private Mortgage Insurance (PMI) regulations.
- Ability to effectively monitor the organization's originating agents and servicers.
- Strong interpersonal skills.
- Ability to work well with associates and the public.
- 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.

- Current, valid driver's license from domicile state and the ability to drive.
- Occasional in-state and out-of-state travel, including overnight travel.
- 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 occasionally required to walk; reach with hands and arms, and 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**

**PLEASE VISIT OUR WEBSITE AT [WWW.THDA.ORG](http://WWW.THDA.ORG) AND FOLLOW THE ONLINE INSTRUCTIONS**

**APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION**