



JOB DESCRIPTION

Vice President, FHA Market Rate Production Officer

Reports To: National Director of Originations and Acquisitions

Department: Multifamily Debt & Equity Originations

Location: TBD

Status: Exempt – Outside Sales

Schedule: Full Time

Summary:

As the FHA Market Rate Production Officer, you will have the opportunity to originate FHA insured mortgages for market rate multifamily, senior living, and healthcare properties across the United States. This is a unique opportunity to join an established multifamily platform and contribute to the expansion of the company's market rate business. CSG and its affiliates provide construction, acquisition, rehabilitation, interim, and permanent financing through FHA, USDA, and other sources. Through its FINRA approved broker/dealer subsidiary the company also acquires and syndicates Federal and State LIHTC and Federal Energy Credits. Backed by an experienced team of underwriters, processors and closers, the successful candidate will be motivated to source and close loans for owners and developers of market rate (non-LIHTC) properties.

Duties and Responsibilities:

- Solicit and manage new and existing relationships with owners, developers, and business partners.
- Maintain a thorough understanding of FHA insured loan products
- Source, evaluate, structure and negotiate terms of transactions with support from production administration staff; including initial screenings, evaluation of opportunities under various program policies and procedures, and issuing quotes and applications on behalf of CSG and its affiliates.
- Work with CSG's underwriting and closing teams to evaluate and resolve significant business points of transactions throughout the underwriting and closing process.
- Participate in weekly pipeline meetings to discuss the status of transactions, product developments, and company initiatives.
- Identify and participate in various industry-focused functions including conferences, networking events, forums and other marketing events in various states.
- Collaborate with senior management in the evaluation and identification of industry trends.

- Assist senior management in the development of strategic relationships, new product initiatives, and innovative solutions for and with its developer clients.
- Promote CSG as a dedicated and experienced member of the multifamily and affordable housing community.

Supervisory Responsibilities:

- This job has no supervisory responsibilities.

Qualifications:

- Bachelor's Degree (BA) from four-year college or university, or two to five years of related experience and/or training, or equivalent combination of education and experience.
- Computer skills required: Microsoft Office Suite with advanced Microsoft Excel abilities. Experience with the use of Sales Force is a plus.
- A comprehensive working knowledge of FHA insured multifamily loan programs.

Competencies:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Entrepreneurship**: An entrepreneurial, enthusiastic, and ambitious self-starter with the ability to identify opportunities to create and improve systems with minimal direction.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Physical Demands and Work Environment:

- Occasionally required to walk
- Continually required to sit
- Frequently required to talk or hear
- While performing the duties of this job, the noise level in the work environment is usually moderate
- The employee must continually lift and/or move up to 10 pounds

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT

I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.

Employee Name

Manager Name

Employee Signature

Manager Signature

Date Signed

Date Signed