

**JOB TITLE:** Multifamily Loan Processor/Analyst

**LOCATION(S):** Columbia, MD or Chicago, IL

**DEPARTMENT:** Agency Affordable Housing Loan Products: Fannie Mae and Freddie Mac

**MANAGER:** Multifamily Construction Loan Program Manager

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**DESCRIPTION:**

The Multifamily Loan Processor/Analyst is responsible for assisting the Construction Loan Program Manager with the collection and processing of architecture- and construction-related due diligence materials in connection with the closing of Fannie Mae and Freddie Mac Forward Commitments for new construction projects. The Multifamily Loan Processor/Analyst will also assist the Construction Loan Program Manager with all aspects of the Forward Commitment conversion process and closing of the permanent mortgage loan following the construction and lease-up period for newly constructed projects. Responsibilities will include developing due diligence checklists, collection and filing of due diligence materials, scheduling and participating in regular conference calls to review the status of each transaction, requesting fee quotes and engaging Architecture, Engineering and Environmental consultants for required third-party reviews, maintaining lists of pre-qualified vendors, processing and tracking vendor payments, and other duties as assigned by the Program Manager.

The Multifamily Loan Processor/Analyst will also assist with database maintenance and reporting to Freddie Mac and Fannie Mae regarding the status of projects under construction.

Following completion of construction and lease-up of each property, the Multifamily Loan Processor/Analyst will assist the Program Manager with posting data from rent rolls and project operating statements into underwriting spreadsheets, and with other tasks related to conversion underwriting. The position requires analytical and quantitative reasoning skills.

**PRIMARY JOB FUNCTIONS:**

- Maintain a listing of qualified third-party consultants, request fee quotes from consultants, engage consultants and process vendor invoices for payment.
- Collect and file construction-related due diligence materials for Forward Commitments; create due diligence checklists, coordinate regular conference calls for transaction participants, and process due diligence materials for all Forward Commitment conversions/closing of permanent mortgage loans.
- Collect and analyze data summarizing the status of projects under construction and assist with reporting functions.
- Assist with all aspects of loan processing and underwriting for post-construction conversion to permanent financing.
- Interface with borrowers, production staff and underwriting staff as required.
- Travel Required <10%

**QUALIFICATIONS/EXPERIENCE:**

- Minimum of 5 years of experience in Multifamily Loan processing required. Experience with Fannie Mae and Freddie Mac loan products and procedures for multifamily affordable housing

projects is preferred. Bachelor's Degree in a related field is preferred, and degree may be substituted for up to 3 years of experience.

- Construction lending experience is a plus
- Ability to operate effectively in a team environment and collaborate well with multiple parties
- Ability to work in a fast-paced environment, with a proven track record managing multiple assignments and meeting client deadlines.
- Strong written and verbal communication skills.
- Ability to review data against source materials to assure accuracy, and to perform limited data analysis.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

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Please apply to Becky Osborne at [bosborne@bwecap.com](mailto:bosborne@bwecap.com) with cover letter and resume.