

MORTGAGE CONSULTANT

COMPENSATION: \$65,000+ (substantial production incentives for making \$100,000+)

LOCATION: Offices Nationwide

CONTACT: HR Department: jobs@naca.com

BENEFITS: Excellent single/family health and dental PPO, 75% employer contribution & 401K.

Website: www.naca.com

EXECUTIVE SUMMARY:

With more than 25 years on the front lines of the battle for economic justice, the Neighborhood Assistance Corporation of America (NACA) fights on behalf of working people against predatory lending practices, and ensures that its Members are able to build strong, stable neighborhoods through affordable homeownership in urban and rural areas nationwide. NACA is a high profile organization with a tremendous track record of success assisting hundreds of thousands of homeowners and homebuyers with over two million members. NACA has set the national standard for assisting low to moderate income people to achieve the dream of affordable homeownership. In keeping with its deep roots in advocacy, NACA now looks to grow its Boston-based headquarters team and become an even greater force in future years, both at the state and national political levels. NACA is also growing its local offices nationwide and adding additional ones to significantly increase the number of people and communities it serves with its extraordinary mortgage programs.

The Mortgage Consultant (“MC”) provides comprehensive, individual face-to-face housing counseling services in a local NACA office to primarily homebuyers in NACA’s Purchase Program. The MC assists homebuyers to overcome the roadblocks that prevent them from purchasing a home. This includes individual counseling to qualify for NACA’s Best in American mortgage (based on the Members overall circumstances, not credit scores) and assistance throughout the mortgage process to the mortgage closing.

Job Responsibilities:

Counsel Home Buyers:

- Work with homebuyers to be NACA Qualified (i.e. mortgage pre-approval)
- Understand the Member’s motivation to become a homeowner and provide clear direction.
- Work with the Member to develop an affordable budget and address budget issues,
- Determine readiness for homeownership.
- Determine a maximum affordable purchase price.
- Provide Action Plans to homebuyers on their next steps.
- Educate the Member on alternative mortgage products or solutions.
- Assist Members during the housing search and home purchase.

Mortgage Origination:

- Review Member’s application for NACA Credit Access (i.e. meets the underwriting criteria)
- Submit Member’s mortgage application.

Mortgage Processing:

- Clear outstanding conditions.
- Address title issues
- Assist with homeowners insurance

Prospect for New Members:

- Build a pipeline of prospective Members and attract attendance at Home Buyer and Purchase Workshops

- Present at Home Buyer and Purchase Workshops.
- Assist NACA outreach efforts.

Advocacy in support of NACA's Mission:

- Support and enthusiastically engage in NACA's advocacy including community issues, actions and campaigns.
- Support and defend the organization's philosophy, tactics and advocacy.
- Educate Members on the NACA mission and its services.
- Assist in outreach focused on low/moderate income communities, churches and job sites.
- Other duties as assigned.

CORE COMPETENCIES:

S/he is expected to have all of the following personal characteristics and professional experiences:

- Communication: work effectively with members and NACA staff with ability to communicate effectively and productively in both speaking and writing.
- Professional Skills: detail oriented and well organized, ability to work under pressure, ability to work independently with only general supervision, and strong problem solving skills.
- Knowledge: comprehensive knowledge of mortgage lending and real estate.
- Professionalism: demonstrates professionalism internally and externally. Creates and supports a positive work environment.
- Customer Service: provide effective solutions and follow-up with members and others.
- Computer Skills: strong data entry and typing skills with ability to work with NACA's software to accurately complete documentation and data entry for efficient and paperless mortgage qualification, processing and underwriting.
- Mission Driven: energy and enthusiasm for NACA's mission of community advocacy, neighborhood stabilization and addressing mortgage discrimination. Willing and able to participate in NACA's aggressive advocacy campaigns and activities.

TIME DEMANDS:

Approximately 45 to 50+ hours weekly and as necessary to meet the demands of the job. Typical working hours are: 8:30 a.m. to 6:00 p.m. weekdays, two late nights, plus two weekends every month for Home Buyer Workshops and/or counseling.

COMPENSATION:

Mortgage Consultants are paid a base hourly rate with significant performance payments. The performance payments depends on the number and category of loans closed with the expectation of closing five to ten loans per month and earning \$65,000+ with the opportunity to make six figures. The compensation is described in detail in the NACA Results Compensation Program ("NRCP") which can be accessed at www.naca.com. NACA offers a Development Period with additional base pay for training and development of a pipeline.

NACA is likely the only job in the mortgage industry that allows Mortgage Consultants to provide primarily low and moderate income borrowers with an incredible mortgage, and make considerable income without engaging in abusive lending practices (i.e. increase the rate, charge points or fees, etc.). NACA offers one single mortgage product to all its Members, whether a prime or sub-prime borrower. It is considered the Best Mortgage in America and there is tremendous demand for the program.

JOB QUALIFICATIONS:

EDUCATION:

- B.A. or B.S. – Preferred
- High School Graduate or Equivalency – Required
- Mortgage and/or real estate courses – Highly Preferred

EXPERIENCE:

At least two years demonstrating some or all of the following:

- Mortgage brokerage, origination and/or processing
- Counseling or social work, such as school guidance
- Relevant experience: education; customer service; mortgage loss mitigation
- Real estate brokerage experience and/or knowledge
- Financial counseling or advisory role

LICENSE:

The applicant must already possess a Mortgage Loan Originator license in the state of employment or be able to obtain a license within 90 days of employment. Non-licensed Mortgage Consultants must pass the national test within 21 days of hire and, if required by law, pass the state exam within a week of after passing the national test. The MC then must obtain a license within 90 days of hire. NACA will provide assistance with the education and exam process and will pay the pre-licensing education and the costs of obtaining and maintaining a license.

HISTORY AND OVERVIEW

Founded in 1988, the Neighborhood Assistance Corporation of America (NACA) is a national non-profit homeownership, HUD-certified housing counseling and community advocacy organization. NACA is the largest and most effective housing services organization in the country and is rapidly growing with 40+ offices nationwide, a counseling center in Charlotte, and over 500 staff.

NACA's founder and CEO Bruce Marks is a leading reformer of the banking and lending industries, who has been nationally recognized for his work in both fighting predatory lending and providing large-scale solutions for those victimized. As a union activist for the Hotel Workers Union in Boston, Mr. Marks was instrumental in negotiating the first-ever housing trust fund, which resulted in the first amendment to the Taft-Hartley Act in over twenty-five years and the first time a local union changed America's major labor law. As founder and CEO, he has established NACA as the premier homeownership and advocacy organization that is both respected and feared. As a result of NACA's large and growing membership growth nationwide, he is now increasingly focused on harnessing its power to demand economic justice for all.

In addition to its advocacy efforts, NACA has established the national standard for homeownership programs. NACA's industry-leading programs include:

- **Purchase** – For homebuyers who will be owner-occupants, the Purchase Program makes the right to affordable homeownership a reality for homebuyers. By basing its mortgage underwriting criteria on homebuyers' overall circumstances and not on traditional risk-based pricing or credit scores, NACA provides broad access to its best-in-class mortgage –a mortgage with no down payment, no closing costs, no fees, no requirement for perfect credit and always at a below-market, fixed interest rate. NACA has \$13 billion in mortgage commitments from the country's largest lenders to support this program.
- **Renovations** – For Purchase Program homebuyers whose property is in need of repairs, NACA's Home and Neighborhood Development ("HAND") department assists them throughout the repair and renovation process.

- **Homeowner Assistance** – For Purchase Program homeowners who experience financial difficulties, NACA’s Membership Assistance Program (“MAP”) provides services including mortgage modifications, payment agreements and financial assistance to help avoid foreclosure.
- **Home Save** – For homeowners with an unaffordable mortgage, NACA is the largest and most effective program in providing affordable solutions to over 250,000 at-risk homeowners nationwide. NACA has been able to restructure unaffordable mortgages by permanently reducing interest rates and reducing outstanding principle balances to achieve affordable mortgage payments.

For more information about NACA and its history and programs, visit www.naca.com.

APPLICATION:

All applicants must complete an in-depth application on-line in the jobs section at www.naca.com.

NACA is an equal opportunity employer. Minorities and bilingual people, particularly those who speak and write in Spanish, are strongly encouraged to apply.

This job description is solely for descriptive purposes and the responsibilities may change. It does not constitute a contract for employment, and all employment at NACA is at-will.