

About Habitat for Humanity of Wake County

Habitat for Humanity of Wake County (HFHWC) changes lives by bringing together God's people and resources to help families in need build and own quality affordable homes in safe and supportive communities. Since 1985, HFHWC has partnered with homebuyers, donors, and volunteers to build more than 750 safe, affordable, energy-efficient homes in all parts of Wake and Johnston counties

Position Overview

Reporting to the Homeowner Lending Manager, the **Homeowner Closing Manager** will be responsible for coordinating all mortgage loan closing activities including gathering and processing loan application documents, generating and distributing disclosures, drafting and executing sales contracts, coordinating homeowner's insurance procurement, ensuring homebuyer readiness and eligibility for the mortgage loan (underwriting), communicating with closing attorneys, and completing post-closing tasks.

The responsibilities of the **Homeowner Closing Manager** include, but are not limited to:

- Coordinate all mortgage loan closing activities;
- Process and underwrite all Habitat mortgage loans each year, determining continued eligibility under Habitat Selection;
- Work with closing attorney to prepare, schedule, attend and follow through with all mortgage closings for the agency each year;
- Facilitate homebuyer classes to future Habitat homeowners, covering the basics of their mortgage documents and delinquency/foreclosure procedures; and
- Ensure that all future Habitat homeowners have accomplished necessary financial goals prior to closing on their mortgage loan, including resolving credit issues, saving closing cost funds, and maintaining financial eligibility.

You will be successful in the **Homeowner Closing Manager** role if you have:

- 3 years of mortgage lending/processing/underwriting experience required;
- Bachelor's degree required; master's degree in business or related field preferred;
- NMLS Mortgage Loan Originator (MLO) license;
- The ability to analyze income and credit, make credit recommendations, and educate homebuyers to improve credit is required;
- Financial education experience;
- Strong organization skills with ability to work successfully in a fast-paced environment;
- Excellent verbal and written communication; and
- Excellent customer service skills with ability and desire to work with people of different cultures, ethnicities, and backgrounds.

Why work for Habitat for Humanity of Wake County? We offer:

We are passionate about providing affordable housing; we know that to be the best we have to have the best teams. We have an amazing team of passionate residential home construction professionals that love with they do and the families that we serve. We're proud of our people, and we reward them with competitive pay, paid time off, health medical, dental and vision benefits, as well as, a fun and positive work culture.

Application Process for the **Homeowner Closing Manager** role:

- If you're ready to begin your career with a reputable and respected name in affordable housing that values its employees, apply on [Indeed](#).

Habitat for Humanity of Wake County is a drug free workplace, participates in E-Verify, conducts pre-employment screenings, and is an Equal Opportunity Employer.