



Job Description

The Community Development Corporation of Brownsville (CDCB) is a private, 501(c) 3 non-profit community development organization. CDCB has been providing safe sanitary affordable housing to the residents of the Rio Grande Valley since 1974. CDCB is one of the largest non-profit producers of single-family housing for home ownership in the State of Texas. CDCB is looking to fill the below vacant position:

Mortgage Specialist

CDCB seeks an experienced professional to join its team as the Mortgage Specialist (MS).

Essential Duties and Responsibilities:

- Gather information to submit loan package for underwriter approval.
- Prepare closing package to submit to escrow officer.
- Responsible for the submission of the loan package to the investor, including addressing deficiencies prior and after closing.
- Process FHA, Conventional, TDHCA, USDA 502 direct loans to investor guidelines.
- Responsible for delivery of the closed loan file to the investor for purchase review and for submitting loans for insuring to FHA.
- Responsible for the preparation of closing documentation for all FHA and conventional loans.
- Prepare loan packages for delivery to the Federal Home Loan Bank.
- Ensure Conventional and FHA loans are registered and transferred through MERS in a timely manner.
- Other duties as assigned.

Minimum Qualifications - Time management skills with the ability to prioritize. Work effectively in a collaborative team environment; exceptional customer service; Fluent in Spanish; High School Diploma or GED Equivalent.

Salary will commensurate with experience. Comprehensive benefit package. Applications will be accepted until position is filled. CDCB is an Equal Opportunity Employer.

Job Type: Full-time