

JOB DESCRIPTION

Position:	Loan Officer
Description:	Business Development position focused on building a highly visible reputation as the mortgage loan expert in assigned areas resulting in the generation of quality residential loans that meet the criteria of ReCasa Financial's mortgage products.
Principal Responsibilities:	<p>Primary objective is to originate quality residential mortgage loans. This will require, at a minimum, the following:</p> <ol style="list-style-type: none"> 1) Development of strategic relationships with realtors, title companies, financial planners, stock brokers, insurance agents, banks, credit unions, attorneys and accountants for referrals. 2) Aggressive calling campaign to all ReCasa Financial past, present, future and prequalified rehab loan clients for the purpose of refinancing current personal residence. 3) Diligently ask clients for additional prospective client contact information and referral sources. 4) Work with ReCasa Financial Regional Managers for introductions to potential clients and referral sources. 5) Obtain direct mortgage opportunities from ReCasa Financial and City Financial Corporation employees and their network of friends, relatives and business acquaintances. 6) Assess client's financial position to determine the appropriate mortgage product based on analysis of the client's needs and financial situation. 7) Coordinate all aspects of the mortgage application process. 8) Mine client relationships for direct referrals of mortgage loan opportunities and introductions to centers of influence as listed in item "1" above. 9) Work with manager and/or Senior Management in gathering and tracking all necessary data related to loan originations with objective of determining most cost effective and time efficient way of generating loans. 10) Participate in sales meetings or events as necessary. 11) Provide marketing ideas and suggestions to supervisor and/or management team. 12) Cross-sell other ReCasa Financial and City Securities products and services as warranted. 13) Brokerage of commercial and non-traditional loan opportunities as approved by senior management. 14) Must maintain all required licenses and comply with all aspects of ReCasa's Policy Manual and Personnel Handbook.

Experience:	Typically a minimum of three years of mortgage lending or mortgage banking experience. Current Loan Officer licenses a must. Bachelor's degree or five years equivalent work experience in sales or real estate required. Master's degree preferred. Knowledge and rolodex of real estate market in local area. Experience with FHA, VA, FNMA and FHLMC guidelines. Prior mortgage lending, banking and/or real estate management experience a plus.				
Reporting Hierarchy:	Reports to President & COO				
Other Skill Requirements:	Strong leadership, oral communication, negotiation and presentation skills essential. Professionalism and responsiveness to associates, clients and referral sources a requirement. Must be self-motivated, with the ability to prioritize and meet deadlines. Basic PC skills required, including a basic working knowledge of mortgage application and processing software, Microsoft Windows, Microsoft Excel, Microsoft Word, CRM and a prior use or familiarity with using e-mail and the Internet.				
Other Job Requirements:	Must be highly motivated and capable of travel and working a non-standard workweek as many clients meetings and networking functions are held during evening hours and/or weekends. No regulatory or licensing issues.				
Expense Reimbursement:	All reasonable approved business related expenses, including, but not limited to lodging, mileage, rental car, air travel, meals, entertainment, mobile device plans, licensing and continuing education expenses.				
Equipment:	Cubicle will contain laptop computer, phone line and access to all copy, scanning and facsimile equipment. Mobile device purchase expense, if applicable, may be covered with prior approval of supervisor.				
Marketing Costs:	All reasonable and approved marketing initiatives will be paid by company.				
Benefits:	Health insurance; long-term disability insurance; paid parking; eligible for 401 (k)/Profit Sharing Plan after standard waiting period.				
Compensation:	Performance based Commission compensation as follows, calculated on a monthly basis: <table border="1" data-bbox="472 1446 1430 1780"> <tr> <td>Brokered Loans closed under the ReCasa Financial Group, LLC broker license that result in any type of fee income.</td> <td>TBD% of collected fee income.</td> </tr> <tr> <td>ReCasa Rehab loan closing referred by Loan Officer's initiatives.</td> <td>0.25% of loan amount.</td> </tr> </table>	Brokered Loans closed under the ReCasa Financial Group, LLC broker license that result in any type of fee income.	TBD% of collected fee income.	ReCasa Rehab loan closing referred by Loan Officer's initiatives.	0.25% of loan amount.
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	<p>Actions that lead directly to the disposition of any workout loan, exclusive of payments for loans noted above.</p>	<p>\$100 per loan.</p>
	<p>All Commissions are payable monthly following the month that the Commission was earned.</p> <p>Commissions are subject to a “claw back” for any fee and/or loan amount that is recaptured by Wholesale Lenders.</p> <p>Commission payments will only be considered if you are employed with ReCasa Financial Group, LLC at the time the payment is typically due.</p> <p>The Commission Plan shall commence October 1, 2009 until September 30, 2010 and shall be evaluated by management and subject to change on the anniversary or at the company’s sole discretion.</p> <p>Assigned areas shall initially include all states, (Ohio, Indiana and Michigan), that ReCasa Financial Group, LLC is approved as a Broker and that the Loan Officer is approved to do business in. Additions, deletions and modifications of territories may be made based on performance and/or at management’s discretion and obtaining appropriate regulatory approval.</p>	
<p>Discretionary Bonus:</p>	<p>Associate may be eligible for additional commission and/or a Discretionary Bonus for contribution to ReCasa team objectives, new initiatives and/or for participation in the cross-selling of other related services and products. This compensation is completely discretionary and will require approval of senior management.</p>	
<p>Staff:</p>	<p>None initially. Support and/or Sales staff may be added as warranted and approved by senior management.</p>	
<p>Possible Career Progression:</p>	<p>AVP, VP, and/or Senior Management position TBD.</p>	
<p>Office Location:</p>	<p>Indianapolis, IN</p>	
<p>Testing:</p>	<p>All candidates will be subject to drug testing and background checks at a minimum.</p>	

The information contained within this job description indicates the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, and responsibilities required of employees assigned to this job.

