



MassHousing  
One Beacon Street  
Boston, MA 02108  
[www.masshousing.com](http://www.masshousing.com)

### **Origination Analyst**

Since its inception in 1966, MassHousing has supported affordable home ownership and rental housing opportunities throughout Massachusetts. The Agency has provided more than \$22 billion for affordable housing in that time. Currently, MassHousing is seeking an experienced professional for the position of Origination Analyst to continue the Agency's storied history of affordable housing funding.

The Origination Analyst is responsible for assisting Relationship Managers and Originators in reviewing affordable multifamily loan proposals and providing detailed and high-level analysis for the Rental Business Development Division. More specifically, the Origination Analyst is responsible for the following:

- Reviewing loan information submitted by potential borrowers, inputting loan data into origination model, conducting financial analysis and proposing alternative financing scenarios if necessary, and drafting a number of important documents including Term Sheets, conceptual loan proposals, Board Summaries and commitment letters.
- Serving as a liaison to both external and internal business partners and taking responsibility for obtaining, understanding and analyzing data and related mortgage information from property owners and other third-party sources.
- Communicating with potential borrowers and requesting information as needed. S/he may initiate calls and/or attend meetings to review preliminary loan information including sources and uses, income and expense statements, market information and other documents.
- Developing relationships with potential borrowers to support Relationship Managers and Originators, who are primary points of contact in preliminary loan review and structuring.
- Administering the origination model to ensure accurate analysis and loan structuring.
- Maintaining a positive rapport with borrowers and other stakeholders and ensuring appropriate communications regarding the evaluation and eventual approval of loan transactions. Internally, the Analyst collaborates frequently with the Legal and Rental Underwriting and Management divisions.
- Performing a wide variety of special assignments, including but not limited to research on industry and MassHousing business metrics, the creation of analytical tools, and any other assignments that may emerge as part of business development or loan processing.
- Performing other duties as assigned by the Relationship Manager.

**Qualifications:**

Bachelor's Degree required; preference for candidates with degrees in Finance, Real Estate Management, Business Administration, or related field. Two to five years of substantive experience in finance or real estate. Demonstrated history of academic success and professional development. Knowledge of basic financial and financial analysis principles. Strong work ethic and the ability to work independently with minimal supervision, and as a member of a team. Strong interpersonal and communication skills. Excellent organizational and analytical skills with a high-level of attention to detail. Effective time management and project management skills. Proficiency with Microsoft Office Suite; preference for candidates with demonstrated command of Excel for the creation of complex spreadsheet tracking tools. Ability to multi-task and manage a high-volume workload accurately and effectively.

Salary: \$62,000 to \$80,000.

All positions at MassHousing require a customer service mindset, in accordance with our values: Integrity, Excellence, Collaboration, Respect, Accountability and Service.

MassHousing offers competitive compensation as well as an attractive benefits package. Serious candidates should send a letter of interest and a resume to Human Resources, MassHousing, One Beacon Street, Boston, MA 02108, or faxed to 617.624.9494, or emailed to [jobs@masshousing.com](mailto:jobs@masshousing.com). Please share in your cover letter how or from whom you heard about this career opportunity.

MassHousing is an Equal Opportunity Employer.