



Loan Officer | Mortgage Investment Fund (“MIF”) | Boston, MA

Major Job Responsibilities

Origination

- Source new loan opportunities through:
 - Network of mortgage bankers/brokers
 - Existing network of mortgage bankers/brokers
 - Existing borrowers in the portfolio
 - Direct solicitation or existing relationships with principals
- Underwrite/analyze new loan opportunities, review with MIF portfolio managers (MIF PMs), real estate analysts
- Prepare loan term sheets as appropriate, and disseminate
- Prepare loan applications in concert with MIF PMs and negotiate final loan applications
- Identify investment opportunities for other funds and separate accounts
- Coordinate with other members of the Boston Real Estate team as appropriate

Underwriting & Real Estate Investment Committee (“REIC”)

- Assist in loan due diligence
 - As appropriate, assist real estate analyst in collecting appropriate data from borrowers
 - As appropriate, assist real estate analyst in ordering third party reports
- Preparation of REIC loan write-up/s in concert with real estate analyst, PMs
- Review third party reports, other due diligence items
- Present loan/s to REIC
- Prepare loan commitments for execution by MIF PMs, and finish negotiations thereon
- Assist as needed on other real estate debt projects and loans, including with Boston producer/s

Loan Closing

- Assist loan closing team to work towards closing, including, but not limited to:
 - Engaging counsel, if appropriate
 - Gathering further due diligence items or data if appropriate
 - Reviewing leases, third party reports for final approval
- As appropriate, facilitate closing calls, with borrowers, legal, in-house closing team
- Review and assist in negotiating loan documents
- Prepare Producer Closing Memo for final distribution and ultimately funding

Asset Management

- As appropriate, though no less frequently than annually, perform site inspections
- Manage existing borrower relationships, draw approvals, including occasional lease approvals, requested modifications, or other specific requests as needed

Applicants should email cover letter and resume to:

Chris Coutts

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Washington Capital Management, Inc.
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