



## JOB RECRUITMENT

The Tlingit-Haida Regional Housing Authority has a **Regular, Full-Time** position available:

**JOB TITLE:** Director of Mortgage Loans

**LOCATION:** Juneau, Alaska

**SALARY:** Starting at \$88,206 Per year. Benefits included.

**APPLICATION PERIOD:** Open until filled

**DUTIES AND RESPONSIBILITIES:** Under the general supervision of the HYFC Executive Director, manages, plans, directs and coordinates the various functions of the Haa Yakaawu Financial Corporation (HYFC) Loan programs either personally or through subordinate staff.

### MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Planning, Business Administration, Public Administration or related field.
- Five years experience in Public Service and Real Estate Management with a minimum of Two years in a Supervisory role.
- Licensed mortgage loan originator (NMLS) for Alaska.
- Appropriate experience may be substituted for the required education on a year-for-year basis.

### REQUIRED KNOWLEDGE AND SKILLS:

- Extensive knowledge of Primary and Secondary Real Estate Loan Markets, terms and procedures which include Credit Verification processes and procedures, credit documentation, appraisal review, title recording, insurance and report processes and generally accepted accounting practices.
- Knowledge of public administration principles, techniques and practices of supervision.
- Ability to plan, schedule and monitor complex programs or projects.
- Skills in establishing and maintaining effective relationships with a variety of Applicants, borrowers, Lending Institution personnel as well as Federal and State agency staff involved in Residential loan programs.
- Excellent writing skills including the ability to write proposals and reports.
- Knowledge of and familiarity with communities in Rural Southeast Alaska.
- Demonstrated Management/Supervision experience.
- Knowledge of marketing plans and ability to write and implement such plans.
- Physical Requirements of the Position: The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. Mobility and ability to sit for long periods of time, talk or hear; use of keyboard/mouse, bend; reach; push/pull and lift up to 30 lbs..

**SUBMIT APPLICATIONS TO:** THRHA 5446 Jenkins Drive, Juneau, AK;  
[www.thrha.org](http://www.thrha.org); for questions please call (907) 780-6868.  
Email: [jobs@thrha.org](mailto:jobs@thrha.org)

THRHA is a drug-free workplace and selected applicants will be subject to drug testing. Native Preference per 24 CFR 1000.