



## Job opportunity | Loan Closing Specialist [Paralegal]

The Massachusetts Housing Partnership (MHP), a non-profit public agency, is a national leader in affordable housing finance and a primary lender in Massachusetts for the financing of affordable and mixed-income rental housing. MHP has over \$1.2 billion in credit lines from Massachusetts banks and is an approved Fannie Mae affordable multifamily lender and an FHA Risk-Sharing Program and MAP lender. MHP-financed properties include mixed-income developments for families, single-room occupancy housing, assisted living and other facilities serving the elderly, and properties serving special needs populations. MHP's borrowers range from small non-profit and for-profit developers to some of the largest and most sophisticated developers in the Northeast. At MHP we celebrate diversity and are committed to creating an inclusive environment for all employees.

MHP's Legal Team is seeking a **Loan Closing Specialist (LCS)** to close MHP's permanent loans working in conjunction with the Lending, Portfolio Management, Finance teams and MHP outside counsel. The Loan Closing Specialist reports to MHP's General Counsel.

**Responsibilities:** The Loan Closing Specialist will draft loan commitment letters, rate lock agreements, closing agendas and loan documents for in-house closings. The LCS will manage legal issues related to loan funding with MHP's funding banks and institutional lenders including Fannie Mae, FHA, and FHLB. Other responsibilities include drafting commitment letters, closing agendas, participation in construction loan closings, assisting with post-closing matters, and performance of other paralegal duties.

**Qualifications:** The ideal LCS candidate will have a minimum of two years' loan closing experience in commercial/multifamily real estate finance. Excellent organization, writing, oral presentation and interpersonal skills. Ability to work independently and manage multiple tasks in a fast-paced environment. Experience with the Microsoft Office suite of products and knowledge of social media platforms is required. Familiarity with Fannie Mae and FHA multifamily programs a plus. Paralegal degree is preferred though not required.

Must be able to climb, balance, reach, stand, walk, sit, push, pull, lift, finger, grasp, talk, see, hear and be capable of repetitive motion with or without accommodation.

**Salary:** Commensurate with experience. MHP provides a comprehensive benefits package including health, life, dental, and disability insurance, flexible spending accounts, public transportation, first-time homebuyer, and other benefits. MHP offers a fully vested employer-matched retirement plan. Excellent opportunity to work with a dedicated, creative and passionate team.

**To apply:** Please send a cover letter (**required**) and resume to Ivette Timberlake, MHP, 160 Federal Street, Boston, MA 02110. E-mail: [mhphr@mhp.net](mailto:mhphr@mhp.net)

*MHP is committed to creating a diverse workplace and is proud to be an equal opportunity and affirmative action employer. All decisions are based on business needs, job requirements and individual qualifications without regard to race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, past or present military service, status as an individual with a disability, or any other legally protected characteristics. MHP is committed to compliance with all fair employment practices regarding citizenship and immigration status. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*