

## The Burgess Group

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### **Job Opening Description**

**POSITION: VICE PRESIDENT**

**DIVISION: SINGLE FAMILY PROGRAMS, NYS Mortgage Agency (SONYMA)**

**REPORTS TO: SENIOR VICE PRESIDENT**

**DATE: March 29, 2013 until position is filled**

### **RESPONSIBILITIES:**

Manage the day-to-day operations of the originations, closed documents, and servicing functions of the Single Family Programs and Financing Division with various responsibilities which include, but are not limited to, the following:

- Manage originations, post-closing, and servicing units including three direct-report managers.
- Develop and implement new Agency programs. Maintain existing menu of programs.
- Manage the Agency's \$3 billion mortgage portfolio. This includes the servicing of delinquent loans, foreclosures, and owned real estate.
- Manage the department's systems needs. Work with the Information Technology Unit and external software vendors to troubleshoot problems, recommend changes, and test such changes.
- Manage the department's internal controls process.
- Manage and perform Disaster Recovery testing process for the department and report results to IT Department.

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- Participate in Agency's bond issuance activities including producing reports that project loan reservations and purchases, and providing comments and numerical updates on official statements.
- Maintain and update SONYMA's Seller's Guide, Servicer's Guide and all program documents and forms for the Agency's programs.
- Process all Lender application packages and documentation in order to approve new Lenders. Handle all Lender changes (i.e. mergers, name changes, out-of-business, etc.).
- Maintain all lender and staff training materials.
- Write correspondence to participating lenders, servicers and staff regarding new programs, program/servicing modifications and program/servicing updates.
- Maintain and update information on the Agency's website.
- Generate and prepare reports as required by statute, policy or external sources.

### **QUALIFICATIONS:**

- Minimum 10 years experience in the residential mortgage/housing industry. Prior experience in mortgage originations and servicing must be extensive.
- Minimum 5 years managerial experience.
- Extensive knowledge of all facets of the mortgage industry including the requirements of Fannie Mae, Freddie Mac, and FHA.
- Extensive computer skills, and superior written and oral skills.
- Bachelor's Degree in Business required. MBA preferred.

- Exposure to bond finance a plus.

This job description is not intended to be all-inclusive, and employee will also perform other reasonably related business duties as assigned.

**To Apply:** Email ASAP resume and a financial writing sample specifically pertaining to job description to: [BillBurgess@TheBurgessGroup.com](mailto:BillBurgess@TheBurgessGroup.com), with three (3) references. After which, if there are any questions call: 212.406.2400 or fax: 212.406.2402.

**NYS Mortgage Agency (SONYMA)** is an EEO, M/F/D/V employer.