



# Secondary Marketing Professional

Position available at Minnesota Housing Finance Agency

**POSTING DATE:** August 7, 2012

**EXPIRATION DATE:** August 14, 2012

The Secondary Marketing professional will be responsible for the risk management function regarding the origination and sale of first mortgage loans into the secondary market. Monthly volume is anticipated to be between \$20 million and \$30 million. This is a new position within the Agency.

## Essential Job Duties

- Management of interest rate risk for the Minnesota Housing mortgage pipeline of loans eligible for sale to Fannie Mae and Ginnie Mae.
- Actively monitor the MBS market and loan reservations daily to determine trades, which must be completed in order to effectively manage interest rate risk and protect the assets of Minnesota Housing.
- Be responsible for relationships with the brokers/dealers.
- Develop financial models to assist in the management of the interest rate risk function.
- Be responsible for maintaining mortgage loan pipeline integrity, which is crucial in making good risk management decisions.
- Review the risk management error reports, as they relate to loans or trades dropping and confirming the data being captured for pull-through analysis is being recorded correctly. Run various daily exception reports with regard to data integrity.
- Management of Fannie Mae/Ginnie Mae relationship.
- Be responsible for rate sheet generation and ensuring congruence between the rate sheet, the pricing model, and the best execution analysis for sales execution.
- Act as Chairman of the Secondary Marketing committee, which will oversee the risk management function. This individual will be responsible for determining the agenda items for each meeting and producing the majority of the reports and analyses to be presented to the committee.
- Perform best execution analysis for rate sheet and loan execution. For Fannie Mae executions, this includes updating the excess servicing multiples monthly with new Fannie Mae excess grids, as well as updating the MSR values from the Master Servicer.

## Minimum Qualifications

- College degree in business related field, preferably finance or accounting.
- Three years applicable experience in banking or mortgage banking.
- Strong understanding of the capital markets and basic concepts of mortgage-backed securities.
- Strong analytical ability, along with exceptional database and spreadsheet skills. Current knowledge of database mortgage risk management systems would be a plus.
- Excellent mathematical and analytical abilities. Must be familiar with financial concepts.
- Ability to make quick decisions, based on sound financial data.

- Excellent written and verbal communication skills and the ability to handle critical conversations with high levels, including the ability to negotiate and interact effectively with both internal and external parties.

#### Preferred Qualifications

- Master's degree in accounting, finance, or business administration.

#### Annual Salary Range

- \$55,102-81,954

#### About Minnesota Housing:

Minnesota Housing has a national reputation as one of the finest housing finance agencies in the country and works to provide access to safe, decent and affordable housing.

It offers products and services to help Minnesotans buy and fix up their homes , and supports the development and preservation of affordable rental housing through both financing and long term asset management—all of which help stabilize the lives of some of the State's most vulnerable citizens and build stronger communities.

For more information about Minnesota Housing go to: <http://www.mnhousing.gov/>

#### Benefits

Minnesota Housing is a State of Minnesota agency and provides excellent benefits including 100% employer paid health insurance for employees with very reasonable rates for family coverage, dental insurance, employer-paid life insurance, flexible spending accounts, defined benefit pension plan as well as pre-tax and ROTH retirement accounts, generous vacation & sick leave, and 11 holidays per year.

#### To Apply:

1. Submit a cover letter and resume indicating current salary to [mhfa.resumes@state.mn.us](mailto:mhfa.resumes@state.mn.us) In the subject line, indicate the job title or requisition number of the posting you are applying for.
2. Visit [www.careers.state.mn.us](http://www.careers.state.mn.us) and search for requisition 12HFA000024 to upload your resume.

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).