
Construction Loan Administrator

Objective: The Construction Loan Administrator will perform a variety of loan servicing functions for an existing and growing USDA and Conventional commercial construction loan portfolio. This position reports to the President of X-Caliber Rural Capital.

Responsibilities will include, but not be limited to:

- Review and track construction diligence and make recommendations on the appropriate risk mitigations needed
- Work with origination team pre-closing to set up construction monitoring budget and process any pay applications to be disbursed on settlement statement
- Conduct pre-construction conferences with borrower, GC, contractors, and loan team to discuss disbursement process
- Assist in review of pre-closing loan documents to ensure standardization of construction procedures where applicable
- Respond to daily requests from clients and/or agency as needed
- Process and review regular construction draws including change orders, soft costs, lien waivers, invoices, etc.
- Coordinate with title company for date down endorsements as applicable
- Consult with third party construction monitoring agency as needed
- Coordinate draw disbursements, including monthly interest-only fundings
- Ensure all draw documentation required in the Loan Agreement is provided, organized, and saved to the client file
- Work with clients to remedy deficiencies discovered during analysis of documentation submitted
- Maintain accurate and up-to-date construction budget monitoring and draw tracking records
- Submit routine construction progress monitoring both to agency and internally as required
- Keep detailed account of any updates/delays to construction progress and alert management as needed
- Engage third party construction monitoring agency for their services and confirm fees associated prior to closing.
- Review pre-closing construction diligence reports complete by third party construction monitoring agency
- Compile and submit Monthly Construction Updates for the USDA and Participants
- Initiate the loan conversion process at the end of construction, and work closely with Servicing and Closing to facilitate the loan conversion.
- Maintain construction related due diligence as required
- Other duties as assigned
- Travel as needed

Job Qualifications:

- Bachelor's Degree with at least five (5) or more years of experience in banking or commercial finance required
- Experience in construction oversight/risk assessment/project management required
- USDA loan servicing experience preferred but not required
- Knowledge of EPC contract language and ability to review contract for specific lender needs preferred but not required
- McCracken Strategy software experience a plus
- Must be proficient in basic software applications included in Microsoft Office Suite
- Strong organizational, oral, and written communication skills
- Strong customer communication/service skills
- Detail oriented with the ability to think proactively and work independently
- Position is hybrid to the MD or NY office if you are local. Can be remote otherwise

Salary range: \$65,000-\$95,000 base annual salary

Discretionary annual bonus

Medical, dental, 401K and other benefits

Unlimited PTO

X-Caliber is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, sex (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, political views or activity, or other applicable legally protected characteristics. You may view our Equal Employment Opportunity notice [here](#). We also consider qualified applicants with criminal histories, consistent with applicable federal, state, and local law.