

# WALKER & DUNLOP

**Title:** Transaction Manager  
**Department:** Production (Affordable)  
**Reports to:** John Ducey  
**FLSA Classification:** Exempt

## **Position Summary:**

The Affordable Transaction Manager is instrumental in providing support for our production staff as we grow the Walker & Dunlop Affordable Platform. The Transaction Manager is the point person for any transaction related question from the affordable production staff that requires in-depth product knowledge. The Transaction Manager also oversees the loan process to ensure the client experience is exceptional, stepping in only as needed. The Transaction Manager will collaborate with many different internal departments to drive business for the platform through sound business practices.

## **Primary Responsibilities:**

- Review all draft submissions; provide comments, make sure nuances are properly vetted
- Copied on submissions to Freddie Mac and Fannie Mae for any subsequent follow-up questions.
- Maintain frequent communication with the Affordable Chief Production officer, Walker and Dunlop Deputy Chief Underwriter to review deals and submissions with Fannie Mae and Freddie Mac.
- Review quote from Freddie Mac and Fannie Mae once issued to make sure that terms within the quote meet the unique features and requirements of each deal.
- Identify any pricing or credit implications and make sure these are included in the quote.
- Review applications to make sure that applications encompass what has been detailed in the quote
- Monitor spread hold dates and follow up with the deal team 10 days prior to start formulating extension request
- Liaise between Originator, Underwriter and Freddie Mac/Fannie Mae.
  - Work with deal team to address any issues that may come up during underwriting stage
- Will host a weekly call with FRE TAH team and W&D TAH UW team to go over TAH Pipeline.
- Streamline questions to the TAH Production team to ensure timely response
- Be the product expert on the unique affordable housing products offered by Fannie Mae and Freddie Mac to work with Producers in generating new business
- Provide answers on pricing and product questions to help producers sell business
- Communicate and problem-solve daily with teammates, clients, vendors, and other stakeholders, often in combination with travel
- Other duties as assigned

## **Education and Experience:**

- Bachelor's degree from an accredited four (4) year college.
- 6+ years experience in multifamily agency lending
- Demonstrated relationships with Fannie Mae and Freddie Mac production/credit staff

## **Knowledge, Skills and Abilities:**

- Expertise with both Fannie Mae and Freddie Mac loan products
- Ability to competently complete multiple tasks simultaneously with an appropriate attention to detail.

- Passion for real estate and interest in Affordable Housing
- Demonstrated ability to deliver exceptional results in a timely manner
- Strong teamwork and interpersonal skills.
- Thrives in a collaborative, fast-paced environment with multiple deadlines
- Ability to show ownership of your work, take on challenges and acknowledge growth opportunities, and demonstrate patience when learning new processes
- Courtesy, respect, and thoughtfulness in teaming with colleagues and other stakeholders