



## Job Description

<b>JOB TITLE:</b>	Business Development Officer	<b>JOB CODE:</b>	
<b>DEPARTMENT:</b>	Sales	<b>JOB GRADE:</b>	
<b>DIVISION:</b>	Retail	<b>ORIENTATION:</b>	Ovation Home Loans
<b>FLSA STATUS:</b>	Non-exempt	<b>REVISION DATE:</b>	Issued 07/21/10

**POSITION REPORTS TO** VP Business Development  
**POSITION(S) SUPERVISED** None

The primary role of the Business Development Officer is to develop Strategic Alliances between Real Estate Brokerage Firms and Ovation Home Loans for the purpose of originating residential mortgage loans. The Business Development Officer will identify and engage potential accounts. He / She will be responsible for identification and deployment of all marketing strategies including but not limited to targeting all Strategic Alliance opportunities and qualification levels, needs identification, risk/reward analysis on an account basis and contract/commitment negotiation.

### Essential Job Functions

- Sales Strategies for new and existing accounts
- Responsible for all aspects of customer identification and engagement including the identification and development, integration and maintenance of new accounts acquired.
- Engage Strategic Partners and other appropriate internal resources in strategy setting for development of customer accounts, and identification of sales opportunities.
- Responsible for working with Product Management, Strategic Alliances, Trading, Business Solutions, Mortgage Credit Risk and Internal Risk Management to establish, monitor and maintain standards to ensure corporate credibility, compliance and customer service.
- Must keep informed on market and competitor developments to facilitate the ability of Ovation Home Loans to anticipate and develop products and services that add value to respond to customers' needs.
- Must strive to continuously improve processes to give Ovation Home Loans a competitive advantage in operational excellence and customer intimacy.
- Responsible for participation in the planning and preparation of team budget and business plans.
- Risk Management Strategy within account base.
- Develop and implement strategies to improve poor performing clients
- Maintain profitable customer relations by working with Mortgage Credit Risk and Risk Management Associates and utilization of market specific tools to continually assess marketplace and customer-specific issues that may positively or negatively affect loan quality or repurchase exposure.
- Accountable for identifying profit opportunities and managing the customer risk associated with these opportunities.
- Identify opportunities and work collaboratively with Loan Officers and Branch Managers where appropriate to align and lead the acquisition component of the client relationship
- Develop and implement regional and/or client strategic plans for volume levels, to assess and penetrate new opportunities and to identify potential strategic alliance relationships.

- Responsible to lead the discussions with the appropriate internal partners around commitment and contract negotiations including contracts to do business and/or special agreements as needed with our clients.
  - Represent Ovation Home Loans at appropriate conventions and conferences using the opportunities to enhance and solidify relationships with key customers.
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## **Skills**

### Technical Competencies:

- Knowledge of PC Environments to include Microsoft Word, Excel, PowerPoint, Outlook
- Knowledge of web enabled applications
- Basic ability to analyze financials and business plans

### Personal Competencies:

- Leadership
- Persuasiveness
- Interpersonal / Relationship Management
- Organizational/time management
- Decision Making and Problem Solving
- Ability that reflects depth of knowledge and focus on the customer and recognition of business objectives.
- Complex Negotiation Skills: i.e. Equity Alliances, Shared Executions, Wall Street type transactions
- Excellent communication skills (verbal, written, negotiating, listening)

### Sales aptitude

- Self-motivated
- Resourceful-able to translate initiatives into action
- Demonstrated cross training skills
- Conflict resolution skills
- Models high performing levels of performance, motivation and personal integrity aligned with Ovation Home Loans corporate values.

## **Minimum Requirements**

- High School Diploma or equivalent required
- College degree preferred
- Minimum of 5 years of mortgage banking experience with at least 3 years of Sales/Marketing experience in mortgage banking related firm.
- Risk Management Mortgage Origination/Processing
- Secondary Marketing Remote Sales Territory Management
- Account Development Public Speaking
- Multiple Product Marketing Production channels

## **Other**

- 60% travel could be required based on region
- Dependent upon Ovation Home Loans site locations a home work environment may be needed.

## **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Additional functions and requirements may be assigned by management as deemed appropriate. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.