



## FAIRWAY AMERICA

Title: **Account Executive**  
Classification: Full-Time, Exempt  
Department: Sales and Marketing  
Location: Portland, Oregon  
Salary Range: \$36,000.00 - \$50,000.00 / year DOE

HELP ME TAKE FAIRWAY AMERICA TO THE NEXT LEVEL!

*"As the President/CEO of Fairway America, I am looking for one to two talented and powerful phone people to take incoming calls and make outbound calls, in order to locate and screen loan scenarios and separate the wheat from the chaff. This is a high volume, high action, phone position. As an Account Executive, you do not have to go in the field to make face to face calls and you are not expected to be a "closer". But you do need to love working on the phone, be good with people, be able to understand our loan criteria and screen loan scenarios for ones that look promising and help us hit loan production targets."*

*Matthew Burk, President/CEO*

At Fairway America, we are committed to our core values "**ASPIRE**" to greatness!

**Act with Integrity**  
**Strive for Excellence**  
**People First**  
**Inspiring Goals and Visions**  
**Results Matter**  
**Empowering Each Other for Success**

These values are alive at our company and we live them every day while pursuing our mission of *"facilitating the success, growth, expansion and achievements of viable small owner operated businesses and commercial real estate owners by providing timely and reliable secured financing"*. If a deal is not worthwhile for everyone (our borrowers, investors, Correspondents/Affiliates, and Fairway) we'd rather not do it at all.

For the "A player" looking for something special and who can answer "yes" to all of the following questions, this is the opportunity for you.

- Do you love working with others over the phone?
- Are you outstanding on the phone but do not necessarily like going out in the field and make face to face calls?
- Are you willing to pick up the phone to contact people with whom we do business, to follow up and to make things happen?
- Do you hate office politics as much as we do?
- Are you seeking an atmosphere of open and direct communication, clear and mutually established priorities and expectations, and a culture of accountability?
- Are you professional and results driven, yet engaging and fun to talk to?

- Do you exceed people's expectations of you on a regular basis?
- Is it in your DNA to hit your numbers?
- Do you have passion, drive and give 100% effort in your work?
- Are you able to persuade people to a course of action?

If you answered "yes" to these questions, we want to meet you!

### **Our Company**

Fairway America is a successful Portland, Oregon based and privately funded commercial real estate lender and mortgage banker. Through a simplified and streamlined process, Fairway America provides financing solutions for people who are unable or unwilling to get financed by more traditional lending sources. Every day, Fairway America helps borrowers solve difficult problems, meet pressing deadlines, or take advantage of excellent opportunities. While assisting these borrowers, we also enable our investors to earn above average returns they have difficulty obtaining elsewhere. Our conservative lending approach over the past decade has enabled us to weather this financial storm and positioned us to take advantage of unprecedented market opportunities while helping people who are otherwise unable to secure financing.

### **The Position**

Successful applicants must love working on the phone, be able to easily and quickly develop rapport, and be excited about and committed to meeting and exceeding daily metrics. You must be self motivated to achieve results and be willing to give full effort every day. This is not a cold calling sales position but you must be willing to pick up the phone (approximately 50% incoming and 50% outgoing) and talk to a lot of people over the phone each and every day.

### **Responsibilities**

- Handle all incoming correspondent, broker, referral sources and retail phone calls and new loan inquiries.
- Make outbound phone calls to correspondents, brokers, and others from assigned lists and follow up on appropriate leads.
- Develop bonding and rapport with mortgage brokers and other referral sources to cultivate ongoing relationships.
- Work with mortgage brokers and their borrowers to best determine method of proceeding on each individual inquiry.
- Pre-qualify all new loan submissions from referral sources and hold preliminary talks directly with potential borrowers as needed.
- Encourage submission of loan packages as appropriate for review by Underwriter and Loan Officer.
- Quote basic pricing and program guidelines to brokers, referral sources, and borrowers.
- Ask questions to determine needs, objectives, goals, and motivations of brokers and potential borrowers.
- Make determination as to whether the inquiry (Lead) is qualified for conversion to an Opportunity to pass along to the Loan Officer.
- Maintain accurate pipeline of Leads in database and actively manage them through the process of follow up to conversion or disqualification.
- Participate in sales meetings and training programs.
- Use CRM (Salesforce.com) extensively to manage leads pipeline.

### **Qualifications**

At Fairway America, your values, abilities, and demonstrable track record of success are generally more important to us than direct experience. That being said, an ideal candidate would have the following:

- Ability to communicate extremely effectively over the phone.
- Ability to manage lots of daily phone calls with strong attention to detail and time management.
- 2+ years in real estate finance, mortgage lending, banking, and/or consumer finance.
- Basic understanding of finance and real estate lending, preferably commercial RE (training provided).
- Minimum 2 years of high volume phone work in some capacity.
- Bachelor's degree in business administration, economics, marketing, management, or related degree, or an equivalent combination of education and experience.
- Must have strong computer skills and ability and willingness to use our CRM (Salesforce.com) extensively.

### **Benefits**

Fairway America is committed to maintaining a motivated, positive work environment full of great people who share, demonstrate, and live our core values. Take pride in working for a company that lives its core values, vision and mission/purpose and continually provides tangible value and benefit to its employees, brokers, borrowers and investors. Our benefits include:

- Competitive compensation package
- Medical & dental coverage
- Matching 401K plan
- Cafeteria plan (section 125 plan)
- Short term disability policy
- Company paid ongoing training and personal development
- Vacation, personal time off and company paid holidays
- Outstanding working environment
- Family friendly atmosphere and culture
- Working with other "A players" with a burning desire to win

### **Apply**

If you feel you are an "A player" and are up for our challenging, demanding, and rigorous hiring process, and would like to join a dynamic, growing company, please begin your application process by going to our career center at:

<http://fairwayamerica.com/jobopp03.php>

Phone calls are not accepted.