



## FAIRWAY AMERICA

Title: **IT Specialist**  
Classification: Full-Time, Exempt  
Department: Operations  
Reports to: President  
Location: Portland, Oregon  
Salary Range: \$60,000.00 to \$100,000.00 /year DOE

HELP ME TAKE FAIRWAY AMERICA TO THE NEXT LEVEL!

*"As the President of Fairway America, I am looking for a talented and successful technology professional who can leverage our current IT systems and applications, as well as research and recommend new ones, to achieve efficiencies and enhanced production. We need a true 'IT Quarterback' who can understand our business and its component processes at a strategic level and who can also then take that understanding and implement solutions at a technical level. I am looking for the right person to spearhead the integration of various software programs that will enable us to eliminate duplication of data entry, save time and get the most out of our technological capabilities."*

*Matt Burk, President*

At Fairway America, we are committed to our **core values**:

**Focused, Driven and Committed**  
**Accountable and Responsible**  
**Interdependence and Collaboration**  
**Respect, Trust and Integrity**  
**Winning Attitudes**  
**Approachable, Open Communication**  
**You Make Fairway Fun!**

These values are alive at our company and we live them every day while pursuing our purpose of *"Honorably doing worthwhile deals that create value, wealth, dignity and superior returns for all parties involved"*. If a deal is not worthwhile for everyone (our borrowers, investors, referral sources, and Fairway America) we'd rather not do it at all.

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

- Are you able to understand a business and its processes at a 30,000 foot level yet have the technology skills to operate at a technical level?
- Are you committed to achieving "LEAN" systems thinking at the IT level?
- Are you ready to lead a mission critical component of a growing business?
- Are you seeking meaning and purpose in your career?
- Do you hate office politics as much as we do?
- Are you seeking an atmosphere of open and direct communication, debate, and creative brain-storming?
- Do you exceed people's expectations of you on a regular basis?

- Is it in your bones to seek continual improvement in yourself and what you do?
- Do you have a passion for making something the best that it can be just for its own sake?
- Do you want to make a real, measurable, and blatantly apparent difference in the company you work for?
- Do you have all the basic computer know how but are anxious to be involved at a strategic level?
- Are you an A player that can be relied upon to manage a lay aspect of a business?

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

### **Our Company**

Fairway America is a successful locally owned and privately funded commercial real estate lending and investment firm. 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. Everyday, 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 are unable to get elsewhere. As many brokers and lenders have gone out of business or are struggling mightily, our conservative lending approach has enabled us to weather this storm and positioned us to take advantage of unprecedented market opportunities while helping people who are otherwise unable to locate financing.

### **The Position**

The IT Specialist will oversee all technology, software and hardware, computer networking, telecommunication, and facility needs for the company. This key position will work closely with senior management to gain an in depth understanding of company strategy, growth plans, business processes, and overall operations. This person will be expected to then take this information and craft the best possible technology solutions via integration of existing applications, recommend and implement new applications, and generally assume full responsibility for creating and maintaining the technology based processes to enable us to maximize our time, information, and money. This will require someone with a good balance of the ability to understand things at a high, strategic level, and then operate most of the time at a tactical, field level.

### **Responsibilities**

- Interact regularly with senior management to understand corporate objectives
- Be at the forefront of technological advances in our industry and in general and make recommendations in conjunction with understanding company objectives
- As possible and necessary, make recommendations and implement software program integration to reduce repetitive and unnecessary data input in multiple programs
- Take steps necessary to migrate data from multiple applications back and forth to one another
- Act as point person for website updates, improvements, changes, etc. and either handle internally or manage the outsourcing of such activities
- Develop, recommend and implement critical security measures for sensitive customer data and keep appropriate records of systems and procedures

- Implement and maintain corporate server, network and workstations including setting up and serving remote access users
- Handle all modifications, upgrades, changes, customizations, etc. to company's CRM program Salesforce.com
- Prepare custom queries and reports in Crystal Reports, and MS ACCESS
- Source and implement key software and hardware as necessary for daily tracking of key company metrics in critical areas of operations
- Continuously update, maintain, and troubleshoot all IT systems
- Perform due diligence on all software and service providers, make recommendations for hiring and implementation, and act as corporate contact point in all related areas

### **Qualifications**

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

- 5+ years experience as an IT professional
- Understanding of software and system implementations and applications
- Solid experience in Windows-based network, servers, etc. including laptops, remote access, web based technology, etc.
- Experience with hardware purchasing, implementations, etc.
- Network topology, TCP/IP, email integration, security and web interfaces
- BA in Computer Science desirable, but not mandatory or equivalent experience levels in prior positions (documentable)
- Knowledge of as many of the following applications as possible is a big plus: Salesforce.com, Peachtree, The Mortgage Office, Outlook, MS Office
- High drive and desire to succeed, strong work ethic, and demonstrable track record of success in prior endeavors/positions
- Demonstrable ability to comfortably interact with senior management

### **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:

- Excellent base salary
- Individual bonuses based on performance
- Company profit sharing participation (no waiting period)
- 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

**Contact**

If you feel you are an "A player", 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://www.fairwayamerica.com/jobopp11.php>

Phone calls are not accepted.

**NO IT OUTSOURCING PROVIDERS PLEASE.**