



**Title:** Funding and Trailing Doc Analyst

**Location:** Bloomington, MN

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**Overview:**

*Galton Funding*

Galton Funding specializes in the acquisition of non-conforming residential home loans in furtherance of its residential mortgage business activities. The Galton Team was founded in 2007 and is comprised of a team of deeply experienced mortgage professionals with various origination, servicing, capital market and deal execution capabilities. Galton Funding commenced purchase activity in 2015 through its loan conduit. The Galton Operations and Quality Assurance Team is located at 3601 Minnesota Drive, Suite 940, Bloomington, MN 55435.

**Position Description:**

Galton Funding is seeking a Funding and Trailing Document Analyst to support the expanding growth of the Company. This position will be responsible for the operational functions related to the acquisition of mortgage loans as well as the document management functions related to issuance of non-agency securitization transactions to ensure final pool certification. The ideal candidate will have strong analytical skills and hands-on operational experience and have the ability to address operational issues from both a business and technical perspective and the ability to thrive in an entrepreneurial fast-paced environment.

**Essential Functions:**

- Funding Responsibilities:
  - Monitor pipeline of inventory and Seller loan purchase(s).
  - Ensure the acquisition of whole loans is carried out accurately, thoroughly and efficiently while providing a superior experience for our Sellers.
  - Provide flexible timelines to complete loan purchase.
  - Facilitate loan purchase ensuring transactions are in compliance with regulatory requirements, maintaining data integrity standards, as well as the reputation to the firm overall.
  - Review custodial review findings and work with internal/external partners to resolve all unacceptable collateral exceptions prior to loan purchase.
  - Understand product parameters, providing broad analytical view of collateral, and questioning and resolving deviances.
  - Assist in resolving customer issues.
- Document Custody
  - Document Upload
    - Facilitate timely uploading of legal documents to custodian for review.
  - Trailing Document Responsibilities:
    - Reviewing document collateral exceptions and defects identified by the due diligence company.
    - Creating Seller reports to identify collateral exceptions and communicate with Seller.
    - Maintain communication with Seller and 3<sup>rd</sup> party diligence provider and answer client questions as requested.

- Resolve and/or provide guidance on resolution of exceptions as it pertains to final loan document certifications.
  - Participate in evaluating current loan review processes and provide feedback and recommendations to increase efficiency and risk management capabilities.
  - Establish and maintain regular communication with document management Seller counterparties regarding:
    - Status of open document fulfillment
    - New requirements
    - Monthly performance tracking
    - Remediation of findings
  - Create, maintain and review detailed issue tracking log for each Seller.
  - Assist in resolving customer issues.
- Maintain positive relationships with Seller/custodial counterparts
  - Maintain excellent customer service skills to enhance customer experience for all internal and external customers.
  - Respond to client requests for custom reports or data extracts.
  - Participate in the development and maintenance of processes, policies and system development to support operational processes.
  - Assist in production and validation of weekly status reports.
  - Provide timely responses to all voicemail and email communications.
  - Other duties and responsibilities commensurate with your status as may be mutually agreed.

**Required Education and Experience:**

- Undergraduate degree, preferably in finance, business or equivalent work experience.
- Minimum 5 years' relevant experience in mortgage, servicing, document custody or investment banking industry.
- Good understanding of originating, securitizing, servicing and final loan document fulfillment processes including working knowledge of loan and collateral documents.
- Ability to independently provide summary and recommendations on operational data
- Proficient in MS Office Suite, including: Outlook, Word, Excel
- Strong issue identification and resolution skills.
- Strong organizational skills and attention to detail.
- Strong verbal and written communication skills.
- Ability to handle multiple tasks and meet time sensitive deadlines.
- Demonstrates flexibility in responding to changes in assignment and job responsibility in a dynamic environment.

*Persons associated with Galton Funding will become employees of the Mariner Investment Group LLC for human resources, payroll and other administrative purposes.*

***To apply, please submit resume to Ranae Lacey at [careers@galtonfunding.com](mailto:careers@galtonfunding.com)***