



Position: Director of HUD Applications / Client Relationships Manager

Location: Baltimore, Maryland

Murphy Consulting continues to grow in the HUD multifamily and healthcare industry, serving as a valued partner for owners, management agents, lenders and attorneys. Often the first point of contact for new and returning clients, this role is pivotal to cultivating positive client relationships and meeting transaction needs. This position reports to the CEO.

Daily tasks include:

- Speaking with potential clients about our services and service delivery model.
- Evaluating new transactions and identifying appropriate approval requirements.
- Explaining regulatory requirements to clients.
- Writing and following up on proposals. (Not responsible for generating new business leads.)
- Tracking business inquiries, proposals and prospects closely.
- Overseeing workloads and managing workload assignments internally.
- Networking with lenders, attorneys and owners to expand awareness of our services.

We are seeking candidates who have experience with approvals under the HUD multifamily and/or healthcare programs, including FHA Loans, HAP Assignments, TPA's and new management agent approvals. This position will interact daily with FHA lenders, attorneys, and owners of multifamily and assisted living communities throughout the country. Work will be performed at the corporate office location. Some travel will be required to represent the company at a number of key industry conferences annually.

Our ideal candidate will have strong attention to detail, the ability to manage competing priorities, effective communication skills (written and verbal), good organization and follow up skills, and a proven ability to interact well with owners and senior level executives.

Quality candidates will demonstrate the following capabilities:

- Successfully prioritizes requests while maintaining appropriate response times for all.
- Understands workload management, balance and skill-set assignment models.
- Communicates professionally and clearly.
- Contributes positively to company culture.

Requirements:

- Bachelor's Degree (minimum)
- Strong proficiency with MS Outlook, Word, and Excel
- Experience with HUD Approvals for FHA loans & TPA's
- Basic Understanding of HUD's 2530 regulatory requirements
- Experience with LIHTC deal structures and corporate mergers is a plus
- Experience with HUD's WASS System is a plus

Murphy Consulting LLC is an industry leader with a strong reputation for knowledgeable associates, quality work and timely deliverables. We partner with lenders, property owners, and management companies to assure they can meet their transaction needs and HUD obligations. To learn more about us, visit our website at www.MurphyConsultingSvs.com

Salary commensurate with experience. Interested candidates should send resume with salary requirements to Denise@MurphyConsultingSvs.com