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Position: AVP of Documents

Who We Are:

Renovo Financial is a rapidly growing Chicago-based private lender serving real estate investors who acquire and renovate single and multi-family residential properties. We pride ourselves on supporting clients by providing unparalleled service, from the loan application through the payoff. Renovo's reliability and "win-win" solutions-oriented approach is just one reason why our repeat and referral rates far exceed the industry average. Renovo was honored to be named one of Crain's 50 fastest-growing Chicago companies and the 2022 + 2023 Top Workplace winner, as recognized by The Chicago Tribune, and 2023 Best Workplace by Inc. Magazine.

Position Summary:

The AVP of Documents at Renovo will be responsible for overseeing and supervising all document management aspects within our mortgage servicing sector. The ideal candidate should possess a profound comprehension of mortgage servicing functions, outstanding leadership capabilities, and a forward-thinking approach to enhance document-related procedures and compliance benchmarks. Collaborating closely with Renovo's Operations team, the AVP of Documents will handle day-to-day document department operations and introduce continuous strategies. Excelling in this role involves crafting tailored solutions for diverse scenarios. Success demands a high proficiency in financial, lending, real estate, and legal domains, including fluency in the terminology used among industry professionals. This position is exempt from overtime. Reporting directly to Renovo's SVP of Operations, the AVP of Documents plays a crucial role in the company's operations.

Responsibilities:

- Document Management Strategy:
 - Develop and implement a comprehensive document management strategy aligned with the goals of the mortgage servicing division.
 - Oversee the creation, review, and maintenance of all documents related to mortgage servicing, ensuring accuracy, compliance, and efficiency.
- Compliance and Regulatory Oversight:
 - Ensure all document-related processes adhere to industry regulations, compliance standards, and internal policies.
 - Stay updated on regulatory changes and implement necessary adjustments to documentation processes accordingly.
- Process Improvement and Efficiency:
 - Identify opportunities to streamline document-related workflows, reduce redundancy, and enhance efficiency.
 - Implement best practices and technological solutions to optimize document management processes.



- **Team Leadership and Development:**
 - Lead and mentor a team responsible for document creation, review, and management.
 - Provide guidance, training, and support to ensure the team meets performance goals and maintains high-quality standards.
 - Perform weekly one on ones and side by sides with staff to further foster job performance and professional development.
- **Collaboration and Communication:**
 - Collaborate cross-functionally with legal, compliance, operations, and technology teams to ensure alignment in document management practices.
 - Communicate effectively with stakeholders regarding document-related initiatives, progress, and compliance matters.
- **Risk Mitigation:**
 - Implement controls and procedures to mitigate risks associated with document management, ensuring data security and confidentiality.

Ideal Candidate:

The ideal candidate for this role will have:

- Bachelor's degree in real estate, Finance, Business Administration, or related field.
- 3 years of progressive experience in mortgage servicing, with a focus on document management, compliance, or operations.
- Deep knowledge of mortgage servicing regulations.
- Strong leadership and managerial skills, with experience leading teams in a fast-paced environment.
- Proven track record of implementing process improvements and driving operational efficiencies.
- Excellent communication, collaboration, and negotiation skills.
- Familiarity with document management systems and technologies.

Behavioral Characteristics:

- **Ethical Conduct:** Uphold the highest standards of ethical conduct and professionalism.
- **Self-Motivated:** You take on tasks without waiting to be told what to do.
- **Positive Attitude:** You approach situations with a proactive and positive attitude.
- **Adaptable:** Ability to collaborate effectively with cross-functional teams and work in a fast-paced, dynamic environment.
- **Team Player:** You believe that to be successful you need to leverage and trust your team. You lead by example.
- **Open-Minded:** Always seeks to find and develop creative solutions.

Renovo Financial is an equal opportunity employer. Renovo Financial does not discriminate in any employment actions (including hiring decisions) with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, gender identity and expression, marital status, disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

Renovo offers full-time employees a 401k plan with employer matching, paid time off, observance of company paid holidays, medical, dental, vision benefits for employees and their dependents, voluntary benefit offerings (life insurance and short-term disability), pre-tax FSA, commuter and dependent care benefits, maternity/paternity, hybrid work schedule, and more.