



Analyst, Technical Business/Project Manager – Job Posting

This position is a remote hybrid position requiring being onsite at our corporate office in Cranford, New Jersey, Monday – Friday, typically 9am to 5pm as needed. We are seeking a highly motivated individual to bridge the gap between our business needs and technology solutions within our private lending operation. This dual-role position will be responsible for analyzing our products, workflows, gathering technical and business requirements, and managing the implementation of system and process enhancements—ensuring projects are delivered on time, within scope, and with stakeholder alignment. We do it differently. We believe strongly in making products simple and processes with reliable funding times. Your challenge will be to help define the processes, assist with designing and structuring the systems and provide training tools to roll out the procedures.

Qualifications

- 3–5+ years’ experience as a Business Analyst or Project Manager, ideally in financial services or lending
- Strong understanding of loan origination systems (LOS), CRM (HubSpot etc.), and reporting platforms (e.g., Encompass, Salesforce, Private lending Software, or similar)
- Proficient in project management tools, certification in Project Management preferred.
- Experience with process mapping tools
- Solid understanding of private or traditional lending workflows (originations, underwriting, funding, servicing)
- Exceptional communication and stakeholder management skills
- SQL, data analysis, or light scripting knowledge is a bonus
- Strong attention to detail and accuracy
- Proficiency in Microsoft office products is a must.

Responsibilities

Business Analysis

- Gather and document business, functional, and technical requirements from stakeholders (loan operations, underwriting, servicing, sales)
- Analyze current workflows, systems, and data flows to identify gaps and areas for automation or improvement.
- Translate business needs into clear technical specifications (e.g., for LOS, CRM, APIs, or servicing systems)
- Support the testing, QA, and validation of new features or process changes.
- Create SOPs, process maps, and training materials for system rollouts.

Project Management

Unitas Funding LLC
25 Commerce Drive, Suite 330, Cranford, NJ 07016
<https://www.unitasfunding.com>

- Plan and manage end-to-end delivery of technology and operations projects (system upgrades, integrations, compliance updates, etc.)
- Define project scope, timelines, milestones, and resource plans.
- Lead project meetings and ensure stakeholder communication across teams.
- Track project progress, identify risks, and resolve issues to ensure smooth delivery.
- Work with third-party vendors, developers, and internal teams.

What We Offer

- A competitive base salary with bonus opportunity annually.
- Excellent benefits: Medical, Dental and Vision Insurance
- Career Development: We prioritize the growth and success of our team members. You will benefit from continuous learning opportunities, dedicated mentorship, and the chance to refine your skills and advance your career.

Why Unitas?

At Unitas Funding we are relentlessly challenging normalcy in a competitive market. We have a strong belief in making products simple to understand and process with reliable funding times. We understand what real estate investors need and leverage our deep knowledge of institutional capital. We are in a large growth mode and looking for those wanting continuous learning, mentorship, have a competitive spirit and wish to be a part of career-changing company.

About Unitas Funding LLC

Unitas is a direct lender serving real estate investors nationwide. We offer short term financing to investors acquiring 1-4 family homes, multi family, ground up construction and development, aimed at adding value or retaining property, in a rental portfolio.

Benefits include healthcare coverage, disability/life insurance benefits and a 401k plan. We offer a competitive salary with potential for annual bonuses. <https://www.unitasfunding.com>

Unitas Funding is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, age, or any other protected status.

Unitas Funding does not accept resumes or referrals from placement agencies, staffing vendors or other external parties seeking recruitment fees.