

**Hope Community Capital is seeking an Associate Project Manager for Community Development Finance to join our team.** This position is based in Madison, WI.

### **Position Description**

Reporting to Hope Community Capital's Senior Consultant, this role is responsible for a broad work stream of work contributing to the firm's services to community development financiers, including CDFIs, CDEs, and other sources of Impact Capital. In this role you will help our clients in the private, public, and social sectors solve their most pressing problems. You will also work with many experts, from nonprofit executives to leaders in the community development finance industry.

Qualified candidates are highly motivated with a commitment to racial and economic equity. This position requires strong writing, research, and communication skills. Experience in the following areas is a plus: financial analysis, community development, tax credit compliance, capital stacks, and real estate development.

The Associate Consultant will spend most of his/her/their time in these activities:

- Support the team in administrative duties including program evaluation, process improvement, and other research functions;
- Assist with project management tasks;
- Coordinate between clients and HCC team members;
- Research a variety of written content (fact sheets, press releases, white papers, text for web and social media, blog posts, op-eds, letters to the editor, etc.);
- Contribute to community development funding applications and other technical documents;
- Collaborate with clients in completing diligence requirements for project investors and tax credit applications;
- Assist with various aspects of transactions involving structured finance;
- Perform benchmarking research around public incentives including, but not limited to, Federal and State Low-Income Housing Tax Credits, Historic Tax Credits, Energy Tax Credits, Tax Increment Financing, Opportunity Zones, and New Markets Tax Credits;
- Research foundations, grantors, and individuals in the community development ecosystem; and,
- Other tasks & duties as assigned.

### **About Hope Community Capital**

Hope Community Capital is a certified B corporation known for our attention to detail, excellence in the delivery of our services, and long-term commitment to our clients' success. As a leader in the community development field, we're passionate about giving our projects everything they need to cultivate sustainable, inclusive, and thriving spaces. When you join Hope Community Capital, you are joining a firm committed to diversity, equity, and inclusion at the center of our company culture. We're committed to building a team that values and honors the contributions of underrepresented communities.

1. **Integrity:** We commit to and expect honesty, reliability, and kindness.

2. **Excellence:** Our services and processes are distinguished by consistent excellence. We maximize our client's vision for community benefit through process, product, and outcomes.
3. **Equity:** We insist upon equity in everything we do. We intentionally dismantle racism in our approach to hiring, client deliverables, and community engagement.

### **Desired Qualifications & Skills**

- Located in the greater Madison or Milwaukee area, or willing to relocate.
- Relevant internship and/or work experience.
- Comfort with ambiguous situations.
- Strong writing skills
- Ability to prioritize and meet deadlines.
- Comfort working under limited supervision, with latitude for the use of initiative and independent judgment.
- Advanced experience with MS Excel, Word, and PowerPoint, experience with Adobe products a plus.
- Understanding of and commitment to the mission of Hope Community Capital.

**Job Type:** Full-time

**Benefits:** 401(k); dental insurance; disability insurance; employee assistance program; flexible schedule; health insurance; health savings account; life insurance; paid time off; professional development assistance; retirement plan; vision insurance.

**Schedule:** Monday – Friday. Up to 10% travel.

### **Application**

For questions or to apply, **send the following as one PDF file** to Sierra Johnson, Senior Consultant, [sierra@hopecommunitycapital.com](mailto:sierra@hopecommunitycapital.com):

1. A cover letter that outlines:
  - a. Your experience;
  - b. Your interest in this position;
  - c. Unique knowledge, skills, or abilities you will bring to the position beyond the scope of the job description.
2. A resume
3. Three references (Name, Title/Relationship to You, Phone Number)

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications described. We encourage you to connect with us if our work speaks to you, even if you don't believe you check all the boxes.

Hope Community Capital is an Equal Opportunity Employer and does not discriminate on the basis of one's sex, age, race, color, creed, national origin, alienage, religion, marital status, pregnancy, sexual orientation or affectional preference, gender identity and expression, disability, genetic trait or predisposition, carrier status, citizenship, veteran or military status and other personal characteristics protected by law. All applications will receive consideration for employment without

regard to legally protected characteristics. Hope Community Capital will consider qualified applicants, including those with criminal histories, in a manner consistent with the requirements of applicable state and local "Fair Chance" laws.