



Title: Funding Advisory Consultant
Report to: Senior Consultant
Job Classification: Exempt
Date Last Updated: January 22,2024

The Funding Advisory Consultant is responsible for a broad work stream contributing to community development financiers, including CDFIs, CDEs, and other sources of Impact Capital. They will work with many experts, from nonprofit executives to leaders in the community development finance industry to help private, public, and social clients solve their most pressing problems.

Responsibilities

- Provide administrative support, 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 including scheduling closing calls, note-taking of closing calls, maintaining due diligence files, and closing checklists for transactions including various public and private funding sources.
- 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.

Minimum Knowledge, Skills, and Abilities:

- Bachelor's degree
 - Business Administration, Accounting, Finance or Real Estate Economics preferred.
- A minimum of two years of project coordination experience.
- Advanced experience with Microsoft Office products and Adobe preferred.
- Commitment to racial and economic equity in community development.
- Excellent communication skills to include writing, speaking and the ability to adapt communication style to fit the situation and audience.



- Excellent organizational and time management skills; ability to plan and coordinately work independently balancing multiple work demands in a fast-paced environment.
- Excellent interpersonal skills with the ability to work cooperatively as part of a team.
- Excellent critical thinking/analytical skills
- Ability to research, analyze data, draw appropriate conclusions, and recommend solutions.
- Ability to hold oneself accountable for actions, successes, and failures.
- Ability to strengthen the firm's existing relationships and develop new client relationships.
- Ability to manage multiple projects, prioritize and meet deadlines.
- Ability to accept constructive input and seek improvement.
- Willingness to gain and share knowledge.
- Willingness to work long hours, when necessary, often sitting in front of a computer for extended periods of time.
- Willingness to understand and commit to the mission of Hope Community Capital.
- Must be located in greater Madison or Milwaukee area, or willing to relocate.

Physical Requirements: Primarily sedentary work, exerting up to 25 lbs. of force occasionally or a negligible amount frequently.

Physical Demands: Primary working position-sitting, with occasional standing, walking, stooping, crouching, and kneeling; frequent reaching, carrying, lifting, pushing, pulling, fingering, grasping, typing, talking-speaking clearly, hearing-conversation, and seeing-nearby.

Work/Environment: Moderate noise level consistent with an office environment and consistent interaction with clients in an office setting. Up to 10% travel.

Personal/Physiological: Interaction with people, working around people, resolving conflicts, delegating work and holding oneself and others accountable for meeting deadlines and finishing work, planning of activities, making judgments on a regular basis, frequent changes in duties and volume of work, intra-organizational and patient communication.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.