



At Hope Community Capital, we prioritize attracting, retaining, and promoting talented individuals from a wide range of racial, ethnic, social, economic, religious, and personal backgrounds, genders, and sexual orientations. Therefore, we encourage talented individuals with diverse backgrounds and experiences to apply.

The Community Development Finance Consultant is responsible for providing Hope's national client base of Community Development Financial Institutions (CDFIs) with financial analysis and application support for funding. They will provide support to Hope's project-based clients in raising, structuring, and closing diverse sources of capital for high-impact real estate projects.

Responsibilities

- Maintain diligence files, create financial models for, and underwrite multi-source, multi-phased real estate transactions with a particular focus on multi-family affordable housing, community facilities of all types, and rural manufacturing.
- Assist in securing funding sources for projects by collaborating with clients to provide investors and lenders with due diligence requirements.
- Draft comprehensive approval memos for projects that include financial and impact analysis of various public and private funding sources.
- Present project overviews and approval memos to various committee and board members.
- Provide financial analysis and loan underwriting support for transactions that include Historic, Low-Income Housing, Renewable, and/or New Markets Tax Credits financing.
- Assist with closing calls and preparation of legal documents for transactions.
- Collaborate with clients in organizing real estate and financial diligence requirements for Low-Income Housing Tax Credit applications.
- Assist in developing loan fund and capitalization strategies for CDFIs and other impact capital financiers.
- Lead underwriting services for CDFI clients.
- Work with CEO to provide clients with CDFI Fund Application assistance (Capital Magnet Fund, Financial Assistance, Technical Assistance, New Markets Tax Credits).
- Support the firm's CDFI Certification Application services.
- Assist CDFI clients in modeling new products and services.
- Work with the CEO to support the firm's Strategic Planning for CDFI's line of business.

Minimum Knowledge, Skills, and Abilities:

- Bachelor's degree in Business Administration, Accounting, Finance, Real Estate Economics, or related field.
- A minimum of two years of relevant work experience.
- A minimum of two years of project coordination experience.
- Commitment to racial and economic equity in community development.



- Knowledge of project accounting and financial analysis of real estate transactions.
- Knowledge of community development finance sector.
- 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 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.

Work Location

- Madison, WI, with hybrid in-office/remote work policy
- Hope Community Capital is willing to provide a relocation stipend

Compensation

- \$65,000 - \$85,000 annually, depending upon experience

Additional Benefits

- Financial assistance for professional development.
- Monthly reimbursement for transit pass.
- Sabbatical available after each, three-year segment of full-time employment.
- 12 paid holidays including your birthday and the ability to float holidays.

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.

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.