



Development Analyst

Hope Community Capital

Madison, WI 53703

\$70,000 - \$80,000 a year - Full-time

Full job description

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.

Hope Community Capital (HCC) is seeking a Development Analyst to support affordable housing, community facilities, and community development projects from concept through financial closing.

The Development Analyst will provide financial analysis, underwriting support, funding application preparation, due diligence coordination, and project management assistance across a portfolio of community development projects. This position offers exposure to affordable housing development, tax credit financing, public and private funding sources, and complex capital structures designed to strengthen underserved communities.

This role reports to the Director of Development Advisory and works closely with internal staff, developers, nonprofit organizations, lenders, investors, architects, attorneys, and public agencies.

Responsibilities

Financial Analysis and Underwriting

- Analyze organizational and property financial statements to identify strengths, risks, and financing considerations.
- Review rent rolls, operating statements, development budgets, and project assumptions.
- Assist in preparing financial feasibility analyses and development pro formas.
- Support underwriting of affordable housing and community development projects.
- Analyze and compare financing proposals from lenders, investors, and funding partners.
- Assist with transaction structuring and capital stack development.

Funding Applications and Capital Development

- Maintain knowledge of affordable housing and community development funding sources, including:
 - Low Income Housing Tax Credits (LIHTC)
 - Affordable Housing Program (AHP)
 - HOME
 - CDBG
 - Federal, state, county, and local funding programs

- Assist in preparing funding applications and supporting documentation.
- Evaluate project eligibility and competitiveness for prospective funding opportunities.
- Gather and organize information requested by lenders, investors, and other capital providers.

Development Advisory Support

- Assist with evaluating potential development opportunities, including:
 - Site considerations
 - Zoning and land use issues
 - Environmental considerations
 - Financing feasibility
 - Funding competitiveness
- Support project planning and implementation activities throughout the development lifecycle.
- Coordinate development timelines and key project milestones.

Due Diligence and Closing Coordination

- Support procurement and coordination of third-party reports, including:
 - Appraisals
 - Market studies
 - Environmental reports
 - Property condition assessments
- Review third-party reports for consistency with project requirements and underwriting assumptions.
- Coordinate due diligence required for financing closings.
- Assist with financing closing and construction funding processes.

Project Management and Administrative Support

- Schedule meetings and coordinate communications among project stakeholders.
- Prepare and maintain meeting notes and action item tracking.
- Maintain complete and organized project files and records.
- Prepare project status reports and internal summaries.
- Support special projects and research assignments as needed.

Minimum Knowledge, Skills, and Abilities:

- Bachelor's degree in finance, Real Estate, Economics, Accounting, Business Administration, Urban Planning, Public Policy, or a related field.
- 1-3 years of relevant professional experience in a similar role
- Strong analytical and quantitative skills.
- Proficiency in Microsoft Excel.
- Strong written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple priorities and deadlines simultaneously.
- Commitment to HCC's mission and values.
- 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.

Work Location

- Madison, WI, with ability to work remotely one-day per week.

Compensation and 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.
- Health insurance
- Dental insurance
- Vision insurance
- 401(k) and retirement benefits
- Paid time off
- Professional development support
- Employee Assistance Program
- Life and disability insurance

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.

About Hope Community Capital

Hope Community Capital is a national community development finance and advisory firm based in Madison, Wisconsin.

Our mission is to connect inclusive community development projects with capital, investors, and opportunity, guiding partners through the development process to build thriving communities.

We specialize in affordable housing, community facilities, church-owned real estate redevelopment, New Markets Tax Credits, and other innovative community development financing tools.

- Our values guide everything we do:
- Integrity
- Excellence
- Equity
- Stewardship
- Leadership

Pay: \$70,000.00 - \$80,000.00 per year

Benefits:

- Dental insurance
- Disability insurance
- Health insurance
- Health savings account
- Life insurance
- Retirement plan
- Vision insurance

Application Question(s):

- Did you review the cover letter questions listed at the bottom of the job description?

Please submit a cover letter that answers all of the required questions along with your application. Applications submitted without a cover letter addressing these questions will not be considered for this position.

- Are you able to work onsite in Madison, Wisconsin, five (5) days per week?

Work Location: In person

Apply with (pick one)

Indeed <https://www.indeed.com/job/development-analyst-4b38fa0b306934ca?from=iaBackPress>

LinkedIn <https://www.linkedin.com/jobs/view/4425827086/>