



## Hope Community Capital JOB DESCRIPTION

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| <b>Job Title:</b>          | Community Development Finance Analyst |
| <b>Job Classification:</b> | Full Time, Exempt                     |
| <b>Date Last Updated:</b>  | August 6, 2026                        |
| <b>Pay Range:</b>          | \$65,000-70,000                       |
| <b>Work Location:</b>      | Madison, WI                           |

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### **About the Role:**

Hope Community Capital is seeking a Community Development Finance Analyst to join our national consulting practice. The Analyst supports nonprofit organizations, Community Development Financial Institutions (CDFIs), affordable housing developers, faith-based organizations, municipalities, and impact investors in structuring and securing capital for transformative community development projects.

Working alongside experienced advisors, the Analyst provides financial analysis, transaction support, capital strategy, research, and project management across affordable housing, community facilities, CDFIs, impact investing, New Markets Tax Credits (NMTC), Low-Income Housing Tax Credits (LIHTC), Historic Tax Credits, HOME, HOME-ARP, CDBG, Affordable Housing Program (AHP), and other public and private financing tools. This position is designed as the entry point into HCC's consulting practice and offers a structured pathway for professional growth through mentorship, deliberate practice, client engagement, and progressively complex assignments.

### **Responsibilities**

#### ***Financial Analysis***

- Build financial models, underwriting analyses, and capital stacks for complex community development projects.
- Evaluate project feasibility, financing alternatives, and project risk.
- Prepare approval memoranda, funding recommendations, and client presentations.
- Support advisory engagements for emerging and existing CDFIs, including capitalization strategies, loan fund design, portfolio analysis, certification, and organizational capacity.
- Assist clients pursuing affordable housing, community facilities, and economic development financing.
- Coordinate transaction due diligence with clients, lenders, investors, legal counsel, and public agencies.
- Support LIHTC, NMTC, Historic Tax Credit, HOME, HOME-ARP, AHP, CDBG, philanthropic, and impact investment transactions.
- Conduct research on federal, state, and philanthropic funding programs and emerging community development finance policies.
- Maintain project management systems, transaction checklists, and client documentation.
- Participate in client meetings, board presentations, webinars, and thought leadership initiatives.
- Contribute to internal knowledge resources, white papers, and practice development

### Minimum Qualifications

- Bachelor's degree in Finance, Accounting, Real Estate, Economics, Public Policy, Urban Planning, Business, or related field.
- 0–3 years of professional experience or relevant internships.
- Strong analytical and quantitative skills.
- Advanced Microsoft Excel skills; experience with PowerPoint and financial modeling.
- Strong written and verbal communication skills.
- Demonstrated commitment to equitable community development.

### Preferred Experience

- Exposure to affordable housing, CDFIs, public finance, nonprofit finance, or economic development.
- Experience with Power BI, GIS, Smartsheet, and AI productivity tools (e.g., ChatGPT, Microsoft Copilot).

### Preferred Experience

- Intellectual curiosity
- Extreme attention to detail
- Strong judgment and problem solving
- Ability to manage multiple projects simultaneously
- Collaborative, client-focused mindset
- Growth mindset and willingness to receive coaching
- Excellent writing and presentation skills
- Commitment to HCC's mission and values

### Work environment

- This is a full-time, exempt position. HCC's office is in Madison, Wisconsin.
- Travel of up to 20% may be required for site visits, client meetings, closings, conferences, and team gatherings.
- The work is primarily computer-based and requires extended periods of sitting, frequent virtual meetings, and the ability to communicate by phone, video, and in person.

### Compensation and benefits

The anticipated base salary range for this position is \$65,000-70,000, depending on relevant experience.

HCC offers annual performance and growth incentives and a comprehensive benefits package that currently includes: a 401(k) retirement plan; health, dental, and vision insurance; a flexible savings account; disability and life insurance; an employee assistance program; paid time off; and professional-development assistance.

### About Hope Community Capital

Hope Community Capital is a certified B Corporation founded in 2016 to support projects that create meaningful and lasting social impact. We work across the United States to connect community-based organizations, developers, CDFIs, financial institutions, and impact investors with capital and opportunities to cultivate sustainable, inclusive, and thriving communities.

Five values guide our work:

1. **Integrity:** We commit to and expect honesty, responsibility, and kindness in all relationships and decisions. Integrity is foundational to our work and guides what we pursue, how we work, and when we choose to step back.
2. **Excellence:** Our services are defined by consistent excellence. We steward process, product, and outcomes to honor our clients' vision and deliver meaningful community benefit.

3. **Equity:** We are driven to dismantle barriers and advance an equitable future by addressing root causes, expanding access, and working across systems and sectors.
4. **Stewardship:** We carefully and responsibly manage the financial, relational, and organizational resources entrusted to us to ensure accountability, alignment with our values, and long-term impact.
5. **Leadership:** We lead from a position of hope, working toward systemic, inclusive change by fostering trust, collaboration, and innovation. We lead by connecting people, ideas, and capital to address root challenges and create long-term community outcomes.

### **Equal opportunity**

Hope Community Capital is an equal opportunity employer. We welcome applicants of all backgrounds and make employment decisions without regard to race, color, religion, creed, national origin, ancestry, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, veteran status, marital status, genetic information, or any other status protected by applicable law. We are committed to building an inclusive workplace where people are treated with dignity and have the opportunity to contribute, grow, and lead.

If you are interested in the role but do not meet every preferred qualification, we encourage you to apply. Relevant experience can take many forms, and we value demonstrated judgment, learning, relationships, and commitment to the work.

### **How to apply**

Please send both a cover letter and resume to [info@hopecommunitycapital.com](mailto:info@hopecommunitycapital.com) with the job title in the subject line.

*This description summarizes the general nature and level of work expected in the position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications.*