Hope Community Capital
JOB DESCRIPTION

Job Title:	Senior Consultant, New Markets Tax Credits
Job Classification:	Full Time, Exempt
Date Last Updated:	August 6, 2026
Pay Range:	$110,000+, plus performance bonuses
Reports To:	Vice President, New Markets Tax Credits Practice
Travel:	Up to 20%

About the Role:
Hope Community Capital is seeking a New Markets Tax Credit Consultant to help community-based organizations, nonprofits, developers, Tribes, Community Development Entities, lenders, and other mission-aligned partners use the NMTC program effectively. This is a client-facing role for someone who delivers meaningful benefit to the people the project is intended to serve and understands that a technically sound transaction is only successful when the financing supports the project and strengthens the organization.

HCC is a small, collaborative firm. Team members have meaningful responsibility, direct access to senior leadership, and the opportunity to shape how we serve clients and improve the community development finance field. This is not a sales-quota role. We value thoughtful growth, trusted relationships, and work that is aligned with our mission.

Responsibilities
Advise clients and manage NMTC Engagements
- Evaluate project eligibility, readiness, financing gaps, community impact, organizational capacity, and overall fit for NMTC financing.
- Develop practical NMTC strategies, work plans, and closing schedules tailored to each client's project, capacity, and broader capital stack.
- Explain program requirements, structure, costs, risks, and tradeoffs in plain language so clients can make informed decisions.
- Manage multiple engagements and coordinate the work of clients, CDEs, investors, leverage lenders, legal counsel, accountants, appraisers, contractors, and other transaction parties.
- Prepare and manage project summaries, allocation requests, CDE and investor presentations, due diligence materials, impact narratives, closing checklists, and other transaction deliverables.
- Identify issues early, recommend realistic solutions, and communicate clearly about decisions, responsibilities, timing, and consequences.
- Support clients through the construction period and initial operations, including draw coordination, reporting readiness, and implementation of post-closing requirements.

Structure & analyze complex financing
- Develop and review sources-and-uses statements, NMTC financial models, leverage and equity structures, QEI and QLICI sizing, debt-service schedules, and transaction flow diagrams.
- Analyze term sheets and financing proposals, compare economic and non-economic terms, and help clients understand the practical implications of each option.

- Support negotiation of allocation, investor, lender, and CDE terms with a focus on project feasibility, appropriate risk allocation, and maximizing net benefit to the project.
- Coordinate with legal and accounting teams to confirm that transaction documents and closing mechanics reflect the agreed business terms.
- Integrate NMTC financing with grants, conventional debt, fundraising proceeds, bridge loans, and other public or private funding sources.

Support CDE and financial-institution partners

- Assist with NMTC pipeline development and evaluation, project underwriting, community-impact analysis, allocation applications, policies, compliance, and asset-management planning.
- Apply a triple-bottom-line perspective that considers financial performance, organizational capacity, and community outcomes.
- Prepare clear, decision-ready analyses and recommendations for credit committees, allocation committees, and other stakeholders.

Team Leadership & Mentorship

- Collaborate across HCC's advisory practices and contribute specialized NMTC knowledge to broader capital and development strategies.
- Help improve templates, tools, systems, and practices that make our work more accurate, efficient, and useful to clients.
- Share knowledge generously, provide thoughtful review and coaching to colleagues, and remain open to feedback and continuous learning.
- Represent HCC in client meetings, industry events, trainings, and other settings in a way that reflects our values and strengthens trusted relationships.
- Support relationship development and identify well-aligned opportunities for HCC, without prioritizing transaction volume over mission or fit.

What Success Looks Like

- Clients understand the NMTC process, their options, and the decisions required of them.
- Projects move forward with accurate analysis, realistic schedules, clear ownership, and fewer avoidable surprises.
- Financing structures protect project feasibility and deliver meaningful net benefit to the organizations and communities being served.
- Models, written work, and transaction materials are accurate, organized, clear, and decision-ready.
- Clients and transaction partners experience HCC as candid, prepared, responsive, collaborative, and committed for the long term.
- Risks and capacity constraints are surfaced early and handled with sound judgment, accountability, and respect.
- Consultant’s involvement meaningfully strengthens each project and contributes to tangible, equitable, and measurable outcomes for the people and communities it is intended to serve

Minimum Qualifications

- At least four years of relevant experience in NMTCs, community development finance, commercial or real estate lending, structured finance, tax-credit finance, or a closely related field.
- Direct experience supporting one or more phases of an NMTC transaction, with a working understanding of the roles of the QALICB, CDE, investor, leverage lender, and professional advisors.
- Strong financial-analysis skills, including the ability to understand project budgets, operating projections, financial statements, capital stacks, and debt-service capacity.
- Demonstrated project-management ability across complex, multi-party work with competing deadlines and incomplete information.
- Excellent written and verbal communication skills, including the ability to make technical information understandable to audiences with different levels of financial experience.

- Sound judgment, intellectual curiosity, attention to detail, and the ability to work independently while knowing when to seek input or elevate an issue.
- A collaborative working style and demonstrated commitment to racial and economic equity, community-led development, and responsible stewardship of client resources.
- Bachelor's degree or equivalent combination of education and relevant professional experience.

Preferred Experience

- Prior Experience taking NMTC transactions from early strategy through closing and post-closing implementation.
- Experience with community facilities, nonprofit borrowers, Tribal projects, rural communities, healthcare, education, manufacturing, or catalytic redevelopment.
- Experience with CDE advisory, underwriting, NMTC allocation applications, asset management, or compliance.
- Familiarity with other community development tools, including CDFI financing, LIHTC, HTC, public grants, philanthropic capital, or fundraising and pledge-bridge structures.
- Established relationships within the NMTC or broader community development finance field.

Work environment

- This is a full-time, exempt position. HCC's office is in Madison, Wisconsin. Madison-area candidates are preferred; hybrid or remote arrangements may be considered based on experience, location, and the needs of the role.
- 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.
- Transaction closings sometimes require concentrated work and schedule flexibility. We expect team members to plan responsibly, communicate capacity early, support one another, and avoid treating preventable urgency as a normal way of working.

Compensation and benefits

The anticipated base salary range for this position is $110,000+, depending on relevant experience, qualifications, work arrangement, and geographic location. Bonus payments are subject to the terms of HCC's incentive-compensation plan.

HCC offers 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 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.