

The National Development Council
Field Director: East Regional Team

Organization: The National Development Council

The National Development Council (NDC) is the oldest national non-profit community and economic development organization in the United States. It was founded in 1969 with a mission of increasing the flow of capital for investment, jobs and community development to underserved urban and rural areas across the country. For additional information about NDC, please visit <http://www.nationaldevelopmentcouncil.org/>

Position: Field Director

Field Directors (Directors) deliver NDC's core services, including technical assistance and capacity-building, to local governments and non-profit corporations. NDC seeks to add another full-time Field Director for its eastern US division, with a concentration in the mid-Atlantic, including the District of Columbia, Virginia, Maryland, North Carolina, and South Carolina. The person selected for this position will be expected to:

- Assist community development organizations, non-profits and governments in achieving a wide variety of community development goals
- Design, evaluate and implement economic and housing development programs
- Evaluate real estate development proposals
- Structure incentives and financing packages for real estate and operating businesses
- Represent NDC's programs and services for practical application in client communities. These programs include
 - Grow America Fund - a small business lending company
 - Corporate Equity Fund - a syndicated fund that purchases housing and historic tax credits
 - HEDC New Markets - a community development entity that has received several allocations of New Markets Tax Credits (NMTCs)
 - Housing and Economic Development Corporation - NDC's development affiliate for public and nonprofit real estate projects
- Train public sector and non-profit staff in development finance including
 - Small business credit analysis and financing
 - Commercial/industrial real estate development
 - Affordable and market rate rental and for-sale housing development

Qualifications

Minimum Requirements

- A bachelor's degree in public or business administration, finance, planning, real estate development or other related fields. Master's degree in a related field preferred.
Ten years of increasingly responsible experience with economic development and housing development
- Highly energetic, creative self-starter capable of managing various assignments for multiple parties.
- An extensive working knowledge with the principles and practices of business credit, real estate credit and affordable housing. Proven experience with underwriting operating businesses, affordable housing developments, and commercial real estate developments.
- A solid working knowledge of existing economic development resources commonly used as a means of encouraging private investment. These programs include but are not limited to
 - US. Department of Housing and Urban Development – Community Development Block Grant (CDBG), Section 108 Loan Guarantee program, and HOME.
 - U.S. Small Business Administration (SBA)- 7(a) Loan Guarantee and 504 loan programs
 - New Markets, Low Income Housing and Rehabilitation/Historic Tax Credits
 - Tax Abatement and Tax Increment Financing
 - Taxable and Tax Exempt Bond Financing
- Ability to formulate and implement public policy to ensure client compliance with regulations, fiscal and programmatic accountability, and achieve client goals and objectives.
- Ability to establish and maintain effective working relationships with professional colleagues, municipal clients, public officials, developers, and representatives from private and public financial organizations.
- A demonstrated ability to solve problems in a collaborative work environment.

- Ability to express ideas effectively, both as a public presenter and a skilled writer.

Submit a cover letter, resume, and writing sample to NDC regarding the East Field Director position by Wednesday Feb. 3, at careers@nationaldevelopmentcouncil.org. The writing sample should be a sample of the applicant's professional product, not an academic paper, and should be no longer than 10 pages.

Starting salary is negotiable based upon experience.

A cover letter, resume and writing sample may also be sent to:

National Development Council
708 Third Avenue, Suite 710
New York, New York 10017
RE: East Coast Field Director Position