

Development Finance Authority of Summit County  
Position: Development Manager  
Immediate Supervisor: Chris Burnham, President  
Contact: Chris Burnham – 330-762-4776  
Website: [www.developmentfinanceauthority.org](http://www.developmentfinanceauthority.org)

**Job Responsibilities:**

Under general direction, plans, develops, coordinates implementation, ensures compliance, and monitors functions and activities of assigned federal, state and/or local programs(s) cooperation with state and local governments, and private and non-profit industry. Monitors compliance within funding terms, fiscal compliance and conditions of application. Reviews and interprets policies, procedures, and regulations to provide technical assistance, training and guidance to staff, officials, business leaders, and general public and to respond to inquiries. Participates in strategic planning initiatives to further support the vision, mission, services products of the Authority and to ensure effective and efficient operations. Represents department in various contacts with governmental, business, and community agencies and facilities, partners, and the general public. Prepares and disseminates information and training to communities and businesses; attends various community meetings; communicates new developments in available financing/programs. Assists other areas of the Authority as directed. Provides quality customer services to government officials, partners, community leaders, vendors, businesses and the general public. Performs other duties as requested, directed, or assigned.

**Qualifications or equivalent combinations of training and/or experience:**

Completion of bachelor's degree in finance or business administration or closely related discipline, plus five (5) years finance experience or equivalent combination of training, education, and experience that would provide the required knowledge and abilities to perform the duties of the position. Advanced degree, public sector experience and certification from International Economic Development Council, Council of Development Finance Agencies or similar certification is preferred. Experience with New Markets Tax Credit and/or Bond Finance is a requirement.

**Illustrative Duties: In all functions of this position the Employee must maintain confidentiality of applicable department data, information and records.**

**Development Functions:**

\*Represents the Authority at various meetings, conferences, seminars, trade shows and public forums and makes presentations to business and community groups to encourage participation in programs; \*research, evaluate and recommend applicants and projects to the President and the Board of Directors for approval; \*analyze each project to determine its validity, developer, commitment, community benefit, eligibility for grants and/or loans and the capacity of the applicant to adequately demonstrate project readiness and financial soundness; \*identify risks associated with each proposed transaction for presentation to the President and Board of Directors; review and revise related legal and financial documents prepared by counsel(s) and underwriter; verify borrowers meeting funding requirements for bond and loan closing; establish, monitor and record fees and payment deadlines, ensure invoices are issued accurately and timely; assist and/or prepare project applications for state and federal funding; continue

to monitor agreement compliance; review all disbursements prior to submission to funding source, track payments and conduct follow up with partners through project completion. \*Research, analyze and recommend new programs and financing options to broaden the Authority's mission; manages and coordinates the research and analysis of funding and program opportunities, prepares applications, and locates and secures funding for projects. Serves as liaison between underwriters, bond counsel, Authority counsel, underwriter counsel, trustees, regulators and applicants.

**Administrative Functions:**

\*Serves on various committees and boards representing the Development Finance Authority of Summit County; \*serves as liaison to neighboring communities with Cooperative Agreements to facilitate community and economic development financing utilizing Authority programs; develops and presents presentations to local, state and national conferences regarding economic development, the Authority and its programs. Participates in the development and implementation of Authority policy and procedures to ensure compliance with federal, state, and local mandates, in addition to the actions/policies of the Board of Directors.