



FLORIDA DEVELOPMENT FINANCE
CORPORATION

COMPANY DESCRIPTION:

The Florida Development Finance Corporation (“FDFC”) is a special development financing authority created by State Legislation under Chapter 288, Part X of the Florida Statutes and formed as a 501(c)4 not-for-profit corporation. Although not a State Agency, the FDFC is a state-wide conduit issuer that provides access to capital through project finance. The primary tools for economic development used by the FDFC are through i) traditional issuance of tax-exempt & taxable bonds for qualified projects and borrowers, and ii) its Property Assessed Clean Energy (“PACE”) Program that finances qualified property improvements related to energy efficiency, energy conservation and wind resistance. Go to www.fdfcbonds.com for further information.

JOB INFORMATION:

Job Title:	Specialist, Bond Program
Department:	N/A
Reports To:	Executive Director
FLSA Status:	Exempt
Pay Band:	N/A
Approved By:	Bill Spivey
Approved Date:	August 2020

JOB DESCRIPTION:

The primary responsibility of the Bond Specialist is to serve as the point person for applicants and manage all applications through the processes required by federal and state rules for the issuance of private activity bonds (PAB’s). Applicants requesting the issuance of tax-exempt PAB’s must go through the TEFRA process (Tax Equity and Fiscal Responsibility Act of 1982). This position focuses on coordination with the borrower’s financing team to finalize TEFRA, bond document approval and private activity bond allocation, as needed. The FDFC has a Conduit Issuance Policy that outlines certain parameters for the issuance of bonds, including non-rated or non-investment grade rated debt instruments. The Bond Specialist will work with Issuer Counsel and Issuer Financial Advisor to review bond documents, application materials, notices and any other documents as required. Some travel may be required as part of the TEFRA process or interlocal agreements. This position may also provide support to other FDFC Staff when needed and should be willing and able to perform clerical duties, maintain and update databases, create reports and assist with other general activities as needed.

ESSENTIAL ACCOUNTABILITIES or TASKS:

- Process oriented
- Detail oriented
- Project management
- Document review
- Ability to learn/create timelines for applicants to include all steps needed for approvals
- Perform periodic quality assessments
- Identify compliance issues, concerns, and deficiencies
- Review physical and e-documents
- Complete other administrative duties as assigned
- Ability to communicate effectively with partners, applicants and public finance professionals

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is occasionally require to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

MINIMUM QUALIFICATIONS REQUIRED:

- Aptitude for data management
- Possess strong organizational skills with attention to detail and accuracy
- Excellent written and verbal skills
- Ability to multi-task and effectively manage a variety of projects and programs
- Be customer service-oriented
- Be able to work under pressure
- Meet deadlines
- Have strong interpersonal skills
- Be a self-starter
- Ability to troubleshoot effectively
- Be flexible and able to quickly adapt to change
- Proficiency with MS Word, Excel, Outlook, Internet are required

PREFERRED QUALIFICATIONS:

- Undergraduate degree in business, finance, or accounting preferred.
- Experience in governmental or private activity bond issuance or equivalent combination of education and experience.
- Experience with project financing or public finance background serving borrowers (i.e., Investment Banking).