

Community Lending Consultant II, Sr. Associate

Purpose:

Support the administration of the Community Investment Department's programs and initiatives with a focus on the Affordable Housing Program (AHP) homeownership set-aside program and the Targeted Community Lending Plan.

Primary Responsibilities:

Support the administration of the AHP Homeownership Set-Aside Program by:

- Coordinating the yearly application round process for the programs, including program offerings, application package revisions, website updates, and application processing and review.
- Reviewing disbursements requests from participating Bank members to ensure compliance with regulatory requirements and Bank's policies and procedures. Organize, manage and deliver workshops and webinars to educate Bank members and local and regional community organizations on how to access and utilize the program.
- Working with marketing department to implement new content and updates in the Bank's website.
- Providing support for biannual Finance Agency reporting including data validation and reconciliation of reports from database. Produce reports as needed. Assist operations team with month-end, Board and ad hoc reporting.
- Collaborate with technology department and support the Bank's objective to modernize and maintain the database by performing testing and ensuring quality validation of data to resolve any pending issues and expand the database's features and functionalities.
- Participate in development of policies and procedures for most effective and efficient implementation of the set-aside program regulation.
- Support the development and implementation of any additional homeownership programs, as needed.

Support the administration of the AHP General and Targeted Fund Programs:

- Provide support during the application round as needed.

Support the administration of the economic development program AHEAD:

- Support program operations, including offerings, application processing and review, disbursements and compliance.

Support the Implementation of the Targeted Community Lending Plan:

- Provide operational and administrative support.
- Provide technical assistance to members and community organizations on the set-aside program and other community lending initiatives.
- Participate in and assist in planning Bank-sponsored events to promote Bank programs and products. Actively represent the Bank at meetings and community-sponsored events.

Skills/Knowledge:

- Bachelor's Degree in Community Development, Business Administration, or a related field, graduate degree preferred.
- Two to four years' experience in community development, community investment, affordable housing finance, real estate finance preferred.
- Strong written communication skills.
- Very organized with impeccable attention to detail and relentless follow-through.
- Demonstrated proficiency and expertise with Microsoft applications (Outlook, Word, Excel and Power Point).
- Embrace a collaborate team culture.
- Proactive and able to work autonomously when necessary.
- Process-oriented, enjoy coordinating work between multiple parties both within and outside of the organization.
- Big picture thinking: Ability to engage in day-to-day office work. No task is too small.

SALARY RANGE: \$88,400 - \$119,500

