



The National Development Council Assistant Field Director

Organization: The National Development Council

The National Development Council (NDC) is one of the nation's leading not-for-profit providers of advisory services and specialized training in the areas of economic development and housing development finance and underwriting. For more than 50 years, NDC has worked with our clients to realize their economic, housing and community development goals. We provide expert advisory services to government and non-profit clients to solve the most challenging issues facing communities today. For additional information about NDC, please visit <http://www.ndconline.org/>

Position: Assistant Field Director

NDC seeks to add a full-time Assistant Field Director (Asst. Director). Asst. Directors assist Field Directors and other NDC staff in the delivery of NDC's core services, including technical assistance and capacity-building, to local governments and non-profit corporations. The position will support client work principally in the states of California, Utah and Nevada and will require moderate travel. Candidates currently located in the Salt Lake City metropolitan area are preferred, though candidates in the Mountain West region, California or Nevada will be considered. We seek candidates who embrace our mission and add passion to their work.

The person selected for this position will be expected to work under the direction of NDC's West Team Directors to:

- Assist with business development efforts, including monitoring and responding to RFQ/Ps and new program design and implementation
- Conduct relevant policy research related to housing and economic development programs, issues, and resources
- Participate in meetings, workshops, and presentations with staff, clients and community stakeholders
- Assist Field Directors in providing technical assistance to clients, program and policy design, including drafting of reports and presentations
- Assist with NDC client training initiatives
- Assess and improve NDC templates and systems
- Undertake preliminary review of potential applicants for use of small business loans, including due diligence and financial analysis
- Undertake preliminary review of real estate projects seeking government assistance, including due diligence and financial analysis
- Provide support related to client reporting, billing and contracts, coordinating with NDC's accounting and finance teams
- Provide marketing support by generating impact stories, case studies and best practices from client work

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.
- Two years of experience with economic development, commercial real estate and/or housing development and finance, urban planning, and/or finance.
- Highly energetic, creative self-starter capable of managing various assignments for multiple parties.



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- 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.

Interested applicants should submit a cover letter and resume to:

Gertrude Scriven at GScriven@ndconline.org

Competitive salary commensurate with experience. Comprehensive benefits package. Career path to Field Director position. NDC is an Equal Employment Opportunity employer.