



National Development Council  
325 Gold Street, Suite 501  
Brooklyn, NY 11201  
(212) 682-1106

## The National Development Council Assistant Director

### **Organization: The National Development Council**

The National Development Council (NDC) is the nation's oldest non-profit providers of advisory services and specialized training in the areas of economic development and housing development finance, project underwriting, and small business lending. 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, and provide access to loan capital for small businesses and affordable housing. For additional information about NDC, please visit <http://www.ndconline.org/>

**Position: Assistant Director** - NDC seeks to add another full-time Assistant Field Director as we expand our Western US Team. Assistant Directors work closely with and support Field Directors and other NDC staff representing and delivering NDC's core services, including technical assistance, place-based capacity-building/networking, and small business lending and support services, to local businesses, governments and non-profit corporations. The position will support West Team outreach, capital raising, small business lending referrals/origination and support, and client work principally in NDC's Northwest and California client communities, with heavy concentration in the Greater Sea-Tac and LA County markets and will require moderate travel. Candidates currently located in the Seattle 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 Senior Director to:

- Lead 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
- 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 with NDC client training initiatives
- Develop and maintain referral sources and place-based outreach partnerships for prospective small businesses located within NDC client communities and in need of financing for NDC's Small Business Lending programs ("NDC SBL")



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- Gather data necessary to complete application package and source documents for credit analysis of all qualified applicants for NDC SBL, and
- Undertake preliminary review of potential applicants for use of small business loans, including due diligence and financial analysis for NDC SBL
- Provide executive administrative support to the Senior Director

## Qualifications

### Minimum Requirements

- A bachelor's degree in public or business administration, finance, planning, real estate development or other related fields.
- Highly energetic, creative self-starter capable of managing various assignments for multiple parties and working independently to meet established goals and timelines.
- Ability to establish and maintain effective working relationships with professional colleagues, municipal clients, public officials, developers, entrepreneurs, and representatives from private and public financial organizations.
- Two years of experience with economic development, commercial real estate and/or housing development and finance, urban planning, and/or finance, preferred.
- A demonstrated ability to solve problems in a collaborative work environment.

Interested applicants should submit a cover letter and resume to:

[careers@ndconline.org](mailto:careers@ndconline.org)

Competitive salary commensurate with experience. Comprehensive benefits package. Career path to Field Director position, direct Small Business Lending activities, or affordable housing development/financing positions. NDC is an Equal Employment Opportunity employer. **This position is open until filled.**