



The National Development Council Assistant Field Director

Organization: The National Development Council

The National Development Council (NDC) is the oldest national non-profit community and economic development organization in the United States. NDC was founded in 1969 with a mission of increasing the flow of capital for investment, jobs and community development to underserved urban and rural areas across the country. 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 be focused on work in Seattle and Washington State and could require limited travel. Work will also connect to other areas of NDC as appropriate. We seek candidates who embrace our mission and have passion to their work.

The person selected for this position will be expected to work under the direction of the Field Director to:

- Assist development of a commercial affordability program in the Seattle area for minority-business development
- Work with community development organizations, non-profits and governments in achieving a wide variety of community development goals.
- Assist in the design, evaluation, and implementation of housing and economic development projects, activities, and events.
- Assist in the evaluation of real estate development proposals.
- Assist in structuring incentives and financing packages for real estate and operating businesses.
- Participate in meetings, workshops, and presentations with clients and community stakeholders.
- Conduct relevant policy research related to housing and economic development programs, issues, and resources.

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, housing development, urban planning, and/or finance. A Master's degree with identified community development work can substitute for experience.
- Highly energetic, creative self-starter capable of managing various assignments for multiple parties.
- 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.
- Excellent writing and research skills.

Interested applicants should submit a cover letter and resume to: careers@ndconline.org

Competitive salary commensurate with experience. Comprehensive benefits package. NDC is an Equal Employment Opportunity employer.