



National Development Council
1111 Superior Avenue East
Suite 1114
Cleveland, OH 44114

Multicultural Investment Team 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 another full-time Assistant Field Director (Assistant Director). Assistant Directors assist Field Directors and other NDC staff in the delivery of NDC's core services, including technical assistance and capacity-building, to local businesses, government agencies, and non-profit corporations. The position will support Multicultural Investment (MCI) Team outreach, capital raising, small business lending origination and support, and client work principally in the Central and Southern United States and with heavy concentration in the Greater Atlanta and St. Louis Metropolitan area, and Southern Gulf Coast markets. 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 the Senior Director to:

- Lead business development efforts for NDC products and services, including small business lending, real estate development, and technical assistance.
- Conduct relevant policy research related to housing, small business lending, and economic development programs, issues, and resources.
- Participate in meetings, workshops, and presentations with staff, clients, and community stakeholders.
- Create and design client reports, business lending pipeline reports, partner activity reports, and marketing materials for proposals and MCI activities and events.
- Assist Senior Director in providing technical assistance to clients, program and policy design, and drafting of reports.
- Assess and Improve the functionality of MCI tracking and reporting templates and systems
- Undertake preliminary review of potential applicants for use of NDC's small business lending programs including due diligence and financial analysis
- Undertake preliminary review of real estate projects seeking NDC assistance
- 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
- Provide executive administrative support to the Senior Director



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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.
- Three years of experience with economic development, commercial real estate and/or housing development and finance, urban planning, and small business development and finance.
- 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, businesses, business service organizations, and representatives from private and public financial organizations.
- A demonstrated ability to solve problems in a collaborative work environment.

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

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