



**The National Development Council**  
**Small Business Lending**  
**CDFI Technical Assistance Coordinator**

Are you interested in a newly-created position in an industry-leading economic development/finance organization? If so, READ ON...

NDC seeks to add a full-time CDFI Technical Assistance Coordinator whose work will focus on expanding the impact and capacity of our partner CDFIs implementing small business-centric finance initiatives in NDC communities across the United States. The ideal candidate is a capable, experienced, vibrant and engaging professional with excellent organizational and implementation skills, who is customer-obsessed, shares NDC's mission, and will excel within the CDFI industry and NDC's entrepreneurial culture. Ideal candidates will have an ownership mentality and be committed to excellence, providing expertise, vision, leadership and exceptional communication and technical skills in delivery on NDC's mission. Banking or basic finance skills, NDC EDFP certification, and/or CDFI experience are all a plus in applying for this position.

**Organization: The National Development Council**

The National Development Council (NDC) is the oldest and most innovative 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 in underserved urban and rural areas across the country. NDC Small Business Lending (SBL) is a leader in identifying gaps in capital availability in underserved markets, and has worked for decades to craft and implement impactful financing solutions for small businesses and non-profits serving communities of color and low income. For additional information about NDC, please visit <http://www.ndconline.org>.

**Position: CDFI Technical Assistance Coordinator**

NDC is managing and participating in a number of impactful small business lending programs around the country where small business support services and technical assistance are tightly tied to funding. TA – from the time of application and throughout the life of the loan(s) – is being provided through cohorts of non-profit and CDFI TA providers. The CDFI Technical Assistance Coordinator is responsible for managing all aspects of NDC's various CDFI technical assistance programs, and will have an active role in NDC's capacity-building initiatives for CDFI lenders and TA providers. This role will work closely with NDC's small business lending and external program partners/teams to maintain and increase capacity of the CDFIs with which we work to deliver capital and TA to small business applicants/borrowers, capture program impact, and ensure consistently high levels of customer service to the small business communities of color and low income which we serve.

The CDFI Technical Assistance Coordinator will provide critical and substantive support to NDC's lending, grant, and other technical assistance programs, enjoying a wide range of duties and responsibilities. The position supports the work of NDC SBL and its Programs Manager, as well as NDC Field Directors involved in delivering small business financing resources in their client communities. The position can include direct and indirect contact with (and service to) our applicants, borrowers, funders and community partners.

The position is largely remote, will require moderate travel and flexibility working across time zones.



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**Essential Duties and Responsibilities:**

**CDFI and TA Coordination**

- Work collaboratively with external and internal CDFI and TA providers to create strong processes, tools and systems to execute on short and long-term strategies of providing small business support services in the underserved communities of color and low income where we focus our lending activities.
- Execute workshops and trainings to other TA providers on specific program initiatives.
- Work with various internal NDC divisions to ensure compliance requirements are met for the wide range of project types involving multiple partners and funding sources.
- Enhance department and organization reputation through product excellence.
- Prepare and present high level presentations, proposals and analysis summaries to senior level executives.
- Represent NDC's programs and services for practical application; establish and maintain relationships with professional colleagues, client communities, public officials, developers and representatives from private and public financial organizations.

**Basic Qualifications:**

- Relentlessly high standards and attention to detail.
- Responsible independent worker and reliable team player, mission-aligned with the National Development Council.
- A bachelor's degree in public or business administration, finance, project management, real estate development or other related fields. Master's degree in a related field preferred.
- Core competency (and/or at least five years of increasingly responsible experience) with financing, project management, resource management, economic development, community development.
- Proficient with productivity and database software (including Microsoft Excel, Outlook, Word, PowerPoint, and SharePoint. NetSuite, CRF intake, and/or SPARK underwriting platforms competency are all a plus.
- A highly creative problem solver with strong interpersonal skills; excellent customer experience intuition.
- Solid working knowledge of existing economic development and technical assistance resources commonly used in small business development.
- Compensation range expected to be \$80,000 to \$105,000 based on experience and qualifications.

**Preferred Qualifications**

- A track record of delivering high-quality TA services in an atmosphere where speed, flexibility and diverse and frequently heavy workload are the expected norm.
- Highly energetic self-starter who sets aggressive goals and consistently gets results and is able to work both independently and collaboratively within a team as projects dictate.
- Superior communications, presentation, analytical and problem-solving skills, with demonstrated ability to understand the audience and customer.
- Ownership mentality, willing to raise their hand and take on whatever is needed to achieve objectives.

Submit a cover letter and resume to [careers@ndconline.org](mailto:careers@ndconline.org). Competitive salary commensurate with experience. Comprehensive/phenomenal benefits package. NDC is an Equal Employment Opportunity employer.