



**The National Development Council**  
**Senior Director-**  
**Social Infrastructure P3 Program**  
**Manager**

**New Markets Tax Credit Program Manager**

**Position Summary:**

Since the late 1980s the National Development Council has pioneered a nonprofit Public Private Partnership (P3) model that is largely geared toward funding social infrastructure in small and mid-sized cities. Our projects include municipal offices, city halls, justice centers, laboratories, parking garages, libraries, biomedical facilities, and hospitals. NDC has completed more than 3.7 million square feet of usable development space valued at over \$2.0 billion in partnership with our government and nonprofit clients.

NDC thru HEDC New Markets Inc has been involved in the New Markets Tax Credit program since its inception in 2002. HEDC New Markets has received \$754 million in Allocation from the CDFI Fund, a dept of the US Treasury. HEDC New Markets has closed 94 projects in 29 states over 9 Allocation rounds. The portfolio includes projects with both for-profit and nonprofit developers and represents a cross section of the nation's communities - large and small, urban and rural. The portfolio includes manufacturing, community facilities, office buildings and residential mixed-use and retail facilities that provide much needed goods and services to low-income communities and low-income persons.

The position's primary responsibility will be to manage all aspect of NDC's Social Infrastructure program including origination, project management, and asset management of the existing portfolio. The position will also be responsible for overseeing the New Markets Tax Credit program including applying for allocation authority to the CDFI Fund, pipeline management, securing tax credit equity, underwriting, and closing projects for HEDC's allocation when available, and asset management of the existing portfolio.

**Responsibilities:**

**Social Infrastructure P3 Program**

- Origination
- Responsible for new business development
- Refine and expand upon NDC's existing marketing strategy
- Maintain existing and develop new relationships in the industry

**Project Management**

- Provide overall management of projects under development
- Structure financing for tax exempt bond financed projects
- Oversee underwriting, approval and closing process
- Manage development teams
- Contract management
- Budget oversight
- Act as primary point of contact for the Government/Nonprofit Sponsor relationship

**Asset Management**

- Manage existing asset management staff
- Monitor team's professional property manager relationships
- Monitor compliance relating to projects' financing structure



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Monitor projects financial results

**New Markets Tax Credit Program**

Manage consultant team for preparing NMTC Application to the CDFI Fund  
Oversee application pipeline selection process

**Closing and Asset Management**

Manage existing Operations Management staff  
Oversee pipeline management to ensure consistency with allocation business strategy  
Monitor closings to ensure compliance with program requirements  
Ensure overall program maintains compliance with CDFI Fund

**Qualifications:**

Strong organizational and communication skills

Minimum four-year college education. Master's degree in related field preferred. A minimum ten years' experience working in a role commensurate with the job duties outlined.

Experience in working with local governments. Commercial/institutional real estate development, project management or real estate finance experience required.

**Please submit resume, qualifications and a list of projects evidencing relevant experience to:**

**David Trevisani, Senior Director  
National Development Council  
1111 Superior Avenue East  
Suite 1114  
Cleveland, OH 44114  
[Careers@ndconline.org](mailto:Careers@ndconline.org)**