



Headquarters
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Suite 1114
Cleveland, OH 44114

The National Development Council Assistant Field Director

Organization: The National Development Council

The National Development Council (NDC) is one of the nation's leading not-for-profit providers of advisory services and specialized training in the areas of economic development and housing development finance and underwriting. 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. 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 support client work principally in the State of Washington, though will also support work in other Western states. The position will require moderate travel when safe to do so. Candidates currently located in the Seattle metropolitan area are preferred. 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 Directors to:

- Conduct relevant policy research related to housing and economic development programs, issues, and resources
- Assist Field Directors in providing technical assistance to clients, program, and policy design, including drafting of reports and presentations
- Lead outreach for small business lending programs throughout Washington State and undertake preliminary review of potential applicants for use of small business loans, including due diligence and financial analysis
- Undertake preliminary review of real estate projects seeking government assistance, including due diligence and financial analysis
- Participate in meetings, workshops, and presentations with staff, clients and community stakeholders
- Assist with NDC client training initiatives
- Provide support related to client reporting, billing and contracts, coordinating with NDC's accounting and finance teams
- Assess and improve NDC templates and systems
- Provide marketing support by generating impact stories, case studies and best practices from client work
- Assist with business development efforts, including monitoring and responding to RFQ/Ps and new program design and implementation

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.

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

Salary & Benefits

Competitive salary commensurate with experience. Comprehensive benefits package. Career path to Field Director position.

To Apply

Interested applicants should submit a cover letter and resume to Gertrude Scriven at gscriven@ndconline.org. NDC is an Equal Employment Opportunity employer.