
JOB DESCRIPTION

Position: Senior Program Officer-Economic Development

Responsibilities

CCLF's Senior Program Officer - Economic Development assists in the functions of the Economic Development Department including program management; new business development (including special initiatives and partnership development); commercial real estate (CRE) deal identification, originating, packaging, closings; and representing CCLF at public events as determined. The Senior Program Officer - Economic Development will network with community groups as well as community leaders, including meetings hosted by other agencies as they relate to the CCLF objectives or when a valuable relationship can be established.

- Assist in implementing departmental strategy
- Assist in managing existing and new economic development programs and initiatives
- Market department services including business development for the department
- Assist in identifying, originating, and packaging economic development loans, including presenting transactions to the Loan Committee and/or Board of Directors for approval
- Assist in providing deal structuring and project planning technical assistance to customers
- Assist customers in recruiting funding and tenants
- Assist in recruiting efforts for funding of CCLF's economic development activities (e.g. Activate Retail, NMTC, HFFI, Federal loan/guarantee programs, etc.)
- Assist with the development of workshops and technical assistance to promote loan production for the department
- Follow –up with residents, community groups, CDC's, nonprofit organizations, community leaders and other service providers on activities related to CCLF events
- Coordinate and carry out all logistics for meetings, events and relevant activities for CCLF projects
- Attend and participate in policy forums, committees, community meetings and public events as required
- Track departmental social impact, manage community benefits agreements
- Complete other assignments as required

Nature & Scope of Working Relationships

The Senior Program Officer - Economic Development position requires maintaining working relationships with fellow team members; borrowers; customers; consultants; vendors; financial institutions; partners; other public and private sector institutions; peers in the field of community development; and CCLF Board of Directors and committee volunteers. This position will report to the Vice President of Economic Development.

Major Challenges/Performance Measures

The Economic Development Department is a new department of CCLF. As such the Senior Program Officer - Economic Development will be charged with assisting in the growing responsibilities related to the new department. The lending envisioned in this department will constitute new or expanded activities

for CCLF, so there will be a learning curve for the Senior Program Officer - Economic Development, as well as for the CCLF staff, Board of Directors, and committee volunteers. Although some lending capital has been raised, the Senior Program Officer - Economic Development will work side by side with the Vice President of Economic Development to identify, cultivate and close additional sources of capital. Performance measures for this position include successfully assisting in the implementation of the strategy for the department. Other performance measures will need to be developed in consultation with the Vice President of Economic Development.

Qualifications

The Senior Program Officer - Economic Development will have economic development experience to manage and implement strategic plans for the continued growth of CCLF. They will possess the skills and ability required to be a part of an economic development team (once CCLF is in a position to hire additional staff for the department) while maintaining the flexibility, decisiveness, creative problem resolution and relationship-building skills required of a team member of economic development activities for CCLF. The ideal candidate will also possess the following:

- At least 5 years' experience in commercial real estate (CRE) deal identification, originating, packaging and closings to nonprofits, small businesses, and developers in a financial institution or CDFI in the community economic development arena
- A working knowledge of loan underwriting will be useful
- Presentation and public speaking experience
- Working knowledge of affordable housing, commercial retail, commercial real estate, economic development, other community financing and deal structuring
- Excellent project and process management skills
- Excellent oral and written communications skills
- Strong marketing skills
- Strong quantitative analysis skills
- Ability to organize and handle multiple priorities simultaneously
- Ability to work with a diverse range of community-based groups
- A keen attention to detail
- Ability to work effectively in a team environment
- Working knowledge of Microsoft Office Suite, Microsoft Access, Microsoft Project or other database programs required

Minimum educational requirement: Bachelor's degree in business, economics or related field. Master's degree in Real Estate Finance or Development, Business Administration, Public Policy, Public Administration or Urban Planning is preferred. Bilingual skills (English/Spanish) are preferred, but not required.

Work Conditions.

Majority of time is spent indoors in an office atmosphere. Frequent local travel will be required. While performing the duties of this job, the employee is regularly required to sit, use hands, talk and hear. This position requires frequent standing, walking, kneeling and crouching. This employee must occasionally lift and/or move up to 25 pounds.

It is the policy of the Chicago Community Loan Fund not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, marital status, sexual orientation, gender identity or veteran status.

**FOR CONSIDERATION PLEASE SUBMIT YOUR RESUME AND SALARY HISTORY TO:
JOBS@CCLFCHICAGO.ORG.**

No phone calls please.