

# *Special Opportunity in the Community Development Financial Institutions (CDFI) Fund - Capital Magnet Fund (CMF)*

## **Overview**

The Community Development Financial Institutions (CDFI) Fund is currently seeking to fill a position to assist with the administration of the CDFI Capital Magnet Fund Program. This position will have a minimum term of 120 days.

## **About the CDFI Fund**

The CDFI Fund works to promote economic revitalization and community development primarily through investment in and assistance to Community Development Financial Institutions (CDFIs) and Community Development Entities (CDEs), by encouraging those entities to increase financial services and products in distressed communities throughout the United States. Among other things, the CDFI Fund provides grants, loans, deposits, equity investments, technical assistance, and tax credits to organizations engaged in community development finance.

## **About the CDFI Capital Magnet Fund Program**

The Capital Magnet Fund (CMF) was authorized by Congress through the Housing and Economic Recovery Act of 2008 to provide recurrent funding through an assessment on securities of the Government- Sponsored Enterprises (GSEs) Fannie Mae and Freddie Mac. GSE funding for CMF was suspended after enactment of the legislation, but the Federal Housing Finance Agency lifted the suspension in late 2014 and the CDFI Fund is expected to open the second funding round during the Fall of 2015.

Congress appropriated \$80 million for an initial funding round in FY 2010. From the 2010 funding round, the CDFI Fund announced \$80 million in competitively awarded grants to 23 CDFIs and qualified non-profit housing organizations serving 38 states. The CMF awards have been used to increase capital investment for the development, preservation, rehabilitation, and purchase of affordable housing for low-, very low-, and extremely low-income families, and for related economic development activities, including community services facilities.

## **Application Requirements**

Generally, all applicants must be current status eligible employees possessing a minimum of fifty-two (52) weeks of specialized experience in at least one of the following: banking and financial services, affordable housing finance or community and economic development finance.

## *Special Opportunity in the Community Development Financial Institutions (CDFI) Fund - Capital Magnet Fund (CMF)*

**POSITION ANNOUNCEMENT:** *Associate Program Manager (Capital Magnet Fund)*

**SERIES & GRADE:** GS-1160-14

**POSITION INFORMATION:** Detail, not to exceed 120 days

**NUMBER OF VACANCIES:** 1

**DUTY LOCATION:** Washington, D.C.

### **Position Summary**

The Associate Program Manager plays a critical role in serving as a central coordinator and planner of the program's operational design. Serves as the primary liaison to the Program Manager, interfacing with all areas of the program in order to quickly identify defects in program operations and recommend changes. The incumbent will develop, maintain and update an overall program launch schedule, which will include work breakdown structures to depict the sequencing of critical activities, timelines and deadlines, owners, key interdependencies, and issues tracking and resolution.

### **Duties**

The major duties of this position include, but are not limited to the following:

- Manage the application and award process for the CMF Fund;
- Establish, promulgate or evaluate policies, guidelines, procedures and methodologies that guide the application and award process, including quality assurance procedures;
- Perform award reviews and provide funding concurrences and or recommendations for award justifications based on considerations such as quality, consistency and adherence to policies, procedures and applicable OMB and other Federal regulations;
- Establish, implement and ensure policies and procedures governing awards terms and conditions for funding investment, and compliance determinations;
- Serve as subject matter expert. This includes developing substantive outreach, training and marketing materials and providing information to actual and potential awardees, industry representatives, and CDFI Fund staff;
- Review the work of employees in lower-graded positions, and provide advice and instruction to lower-graded staff to encourage consistent, high quality performance, and responsiveness to customers (as applicable);
- Provide information, guidance and direction to program staff (as applicable);
- Oversee contract employees in the analysis of applications in accordance with policies and procedures;
- Provide support to the program's outreach unit by assisting in the planning and facilitation of workshops, webinars, and forums for external stakeholders and potential program participants;
- Build internal and external partnerships and coalitions. Maintain collaborative efforts between the CDFI Fund and others in order to share knowledge, promote informed decision making, and leverage the resources of the CDFI Fund;
- Act in the absence of the Program Manager; and
- Perform other duties as assigned.

## *Special Opportunity in the Community Development Financial Institutions (CDFI) Fund - Capital Magnet Fund (CMF)*

### **Special Requirements**

The duties of this position require a comprehensive knowledge of the theory and principles of finance applicable to the full range of financial and business principles, operations and practices of Community Development Financial Institutions (CDFIs) or Community Development Entities (CDEs); financial operations and transactions involved in the general activities of the various types of CDFI's and CDE's and the pertinent statutory and regulatory provisions of the CDFI Fund programs. The position also requires a broad familiarity with subject matter areas such as finance, economics, business management, accounting, and financial transactions and the fundamentals of banking structures and operations. This body of knowledge is applied to eligibility determinations, award justifications and funding concurrence.

The individual should have, at a minimum, the following knowledge, experience and skills:

- Experience designing and managing competitive application and awards processes that meet federal grant-making requirements;
- Demonstrated experience in qualitative and quantitative analysis of the financial soundness and operational success of non-profit organizations, such as CDFIs and CDEs, as well as their proposed programs;
- Excellent project management skills and experience in ensuring quality control over documents and processes;
- Strong Excel programming skills;
  
- Communication skills that demonstrate the ability to effectively communicate to a variety of individuals, including members of senior management, the public, and the CDFI industry;
- Ability to develop or write correspondence, briefing papers, memos, and reports that identify findings or problems in a clear, concise, and effective manner, and to recommend or implement sound solutions to problems;
- Experience leading a team of employees; and
- Experience in problem solving and addressing programmatic issues.

### **How to Apply**

Interested individuals should apply by submitting the following information by email to: [fronteoi@cdfi.treas.gov](mailto:fronteoi@cdfi.treas.gov):

1. Current resume that includes a description of work experience and education.
2. A brief cover letter that specifies your interest in the position and your relevant job experience.

### **Application Deadline**

September 18, 2015

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### **Application Requirements**

Generally, all applicants must be current status eligible employees possessing a minimum of fifty-two (52) weeks of specialized experience in Microsoft Excel.

## *Special Opportunity in the Community Development Financial Institutions (CDFI) Fund - Capital Magnet Fund (CMF)*

**POSITION ANNOUNCEMENT:** *Management and Program Analyst (Capital Magnet Fund)*

**SERIES & GRADE:** GS-343- 12

**POSITION INFORMATION:** Detail, not to exceed 120 days

**NUMBER OF VACANCIES:** 1

**DUTY LOCATION:** Washington, D.C.

### **Position Summary**

The individual will be responsible for assisting and performing numerous assignments designed to facilitate the administration and implementation of the CMF. Specifically, the incumbent will be responsible for identifying and analyzing data and background information necessary for the CMF application review and award process. Duties will also include special assignments related to overall management of the CMF, including developing, evaluating and proposing effective alternatives for administrative and program functions. The incumbent will assist the Program Manager in preparing and maintaining office work plans and project milestones, including coordinating with other teams and departments. The individual will be responsible for developing and programming Microsoft Excel spreadsheets/databases, inputting data into data systems and evaluating or analyzing data. The ideal candidate will have demonstrated experience using initiative and resourcefulness to assess and address unusual circumstances, such as variations in approach, and incomplete or conflicting data.

### Knowledge and Skills:

- Knowledge of a variety of practices and techniques of management analysis for solving problems, organizational planning, and conducting special projects;
- Knowledge of analytical and evaluative methods and techniques used for assessing program development and execution;
- Demonstrated experience in project management, including developing project milestones and relevant tracking systems.
- Advanced Microsoft Excel skills;
- Ability to coordinate and conduct outreach and training;
- Experience in preparing briefing and communications materials on Office programs, activities and issues for use by the Fund;

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## **Application Requirements**

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## *Special Opportunity in the Community Development Financial Institutions (CDFI) Fund - Capital Magnet Fund (CMF)*

**POSITION ANNOUNCEMENT:** *Program Advisor (Capital Magnet Fund)*

**SERIES & GRADE:** GS-1160-13

**POSITION INFORMATION:** Detail, not to exceed 120 days

**NUMBER OF VACANCIES:** 1

**DUTY LOCATION:** Washington, D.C.

### **Position Summary**

The Program Analyst (Program Advisor) supports the Capital Magnet Fund (CMF) Program Manager in several facets of administering the program, including planning the design and implementation of the overall CMF program (i.e., policy approvals and clearance, and related processes). The Program Advisor will serve as a subject matter expert on issues of affordable housing and community development finance for low-income people and communities. The position also requires a broad familiarity with subject matter areas such as finance, economics, business management, accounting, and financial transactions and the fundamentals of banking structures and operations. The duties of this position require skill in qualitative and quantitative analysis techniques for analyzing affordable housing development business and leveraging strategies, to measure the financial soundness and potential operational success of proposed affordable housing programs in distressed communities. This body of knowledge is applied to development of CMF award criteria, CMF award eligibility determinations, award justifications and funding concurrences, implementation of awards and compliance.

This position will report to the CMF Program Manager.

### **Duties**

The major duties of this position include, but are not limited to the following:

- Serving as SME on affordable housing and community development finance to support the development of selection criteria in the CMF NOFA and quantitative and qualitative scoring criteria for CMF application;
- Providing technical expertise related to affordable housing finance during the application review process;
- Preparing executive-level memoranda, reports, and presentations on the CMF for senior management and officials by collecting, analyzing, and summarizing information from key subgroups within the program area;
- Developing substantive outreach, training and marketing materials and providing information to actual and potential awardees, industry representatives, and CDFI Fund staff aimed at re-launching the CMF;
- Providing support to the program's outreach unit by assisting in the planning and facilitation of workshops, webinars, and forums for external stakeholders and potential program participants; and
- Reviewing the work of employees in lower-graded positions, and provide advice and instruction.
- Act in the absence of the Program Manager; and
- Perform other duties as assigned.

## *Special Opportunity in the Community Development Financial Institutions (CDFI) Fund - Capital Magnet Fund (CMF)*

### **Special Requirements**

Ideal candidates will have demonstrated experience in policy development and/or program management work. In addition, knowledge of financial operations and transactions involved in the general activities of the various types of Community Development Financing Institutions and Community Development Entities is desirable, as well as the principles of federal grant-making and competitive programs.

The individual should have, at a minimum, the following knowledge, skills and abilities:

- Experience in analyzing affordable housing and community development and finance policy and programmatic issues, especially within the context of broader industry trends and needs;
- Experience in analyzing underwriting and project structuring;
- Excel programming skills;
- Strong internal/external communication and coordination skills;
- Capable of communicating with a variety of individuals, including members of senior management, the public, and the CDFI industry;
- Ability to develop or write correspondence, briefing papers, memos, and reports to relate findings and identify problems in a clear, concise, and effective manner, and to recommend or implement sound solutions to problems;
- Skilled at ensuring quality control over documents and processes;
- Experience in leading a team of employees; and
- Experience in problem solving and addressing programmatic issues

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