

## EMPLOYMENT OPPORTUNITY

**Job Title:** Director of Real Estate and Community Finance

**Date Posted:** 2/8/2016-2/19/2016

**Employment Type:** Full Time with benefits, exempt and at-will.

**Compensation:** Salary commensurate with experience. Competitive benefits package.

**Location:** Either ACT's main office in Baltimore, MD or ACT's satellite office in Philadelphia, PA. For Philadelphia employees, travel required to Baltimore office one day a week.

**About American Communities Trust:** American Communities Trust (ACT) is dedicated to building strong, vibrant communities by partnering with nonprofit and for-profit organizations to develop community investment strategies that have lasting social impact and create economic opportunity. Founded in 2008, ACT focuses on the nexus of social impact real estate, impact investment, and community benefits in order to build dynamic, cross-sector partnerships. ACT currently has projects in 27 cities and clients that range from local nonprofits to national banks and private real estate developers. ACT is a small but rapidly growing organization with nine employees and a \$1.3M annual budget. ACT participates in and consults nationally on creative real estate financing approaches and programs that affect low-income communities. ACT also serves as master developer of the \$18M Baltimore Food Hub project. A significant piece of ACT's work relates to New Markets Tax Credits, Low-Income Housing Tax Credits, and CDFI products. ACT has a grants portfolio (~\$250,000/year) and a small loan portfolio that we hope to expand.

**Job Description:** We are seeking an entrepreneurial and motivated team member who can work closely with the CEO and COO to manage and work on ACT's community development projects and consulting projects relating to real estate finance and community investment strategies. In addition, this role will work with the CEO to manage/grow the organization's loan and grant portfolio and develop ACT's future direction. ACT eventually intends to seek CDFI status and hopes to develop a larger and more diverse set of investment products to bring to markets where we work. We seek a staff member who possesses skills in real estate finance, loan underwriting and portfolio management, as well as the ambition and creativity to help the senior leadership team take ACT in a positive future direction.

Responsibilities include:

- Work on project teams and/or in a project management role on ACT's portfolio of consulting projects. Common responsibilities include helping clients working on social impact real estate projects with feasibility, development budgeting, running pro formas, identifying and applying for financing, helping to manage development critical path items, and strategizing how to accomplish nontraditional deals in low-income communities.
- Work with CEO and project manager to manage the budgets, financing sources, and development critical path for the \$18M Baltimore Food Hub project—for which ACT serves as the master developer.
- Manage existing loan funds, including overseeing all underwriting, loan processing, and servicing requirements.
- Work with the CEO and ACT's Investment Committee to strategize around the organization's longer-term lending activities, and think creatively about how ACT can leverage its lending function to advance its mission.

- Work with CEO and project management staff to oversee, deploy and track current grant funds, while working with the CEO to strategize ways that ACT can maximize the impact of its grantmaking.

**Qualifications:**

- At least 3-5 years of relevant experience required.
- Bachelor's degree or higher in accounting, business, real estate, or other related subjects.
- Strong interest in investing in low-income communities, social impact work and community development.
- Experience and knowledge of real estate finance, small business lending, tax credit financing, and/or other nontraditional financial products. Experience with public subsidies a plus (e.g., New Markets Tax Credits, Low Income Housing Tax Credits, HUD 108 loans, etc.)
- Creativity and innovation around nontraditional financing tools/products.
- Detail-oriented, strong time management skills, deadline-oriented, and outcome-focused.
- Able to comfortably work with a diverse set of corporate and community client contacts, and comfort working in a small, dynamic, and fast-paced work environment.
- Strong proficiency in MS Excel and proficiency in QuickBooks required. Experience in other relevant software a plus.
- Comfortable with occasional client-based travel to other locations, and if based in the Philadelphia office, travel to Baltimore at least once weekly.

**Application:** To apply, please email the following information to [info@actimpact.org](mailto:info@actimpact.org) with the subject line "ACT Finance Director Position". No other type of submission will be accepted. Applications must be received by February 19, 2016 to be considered.

1. Cover letter with the following information: a) specify whether you prefer to be based in Philadelphia or Baltimore, b) salary requirements, and c) where you heard about the position.
2. Resume and a relevant work sample. ACT leaves it to the candidate's discretion what the work sample is, but options could include a real estate budget, project pro forma, feasibility or sensitivity analysis, investment product description and prospectus, etc.

ACT is an equal-opportunity employer.