

POSITION ANNOUNCEMENT

Position Title: Director of Technical Assistance & Sustainability

The **Chicago Community Loan Fund (CCLF)** is a major provider of flexible, affordable financing and technical assistance to small and midsize community organizations engaged in affordable housing, social service and economic development initiatives that benefit low- and moderate-income communities throughout metropolitan Chicago. CCLF specializes in providing financial and technical assistance to credit- and capacity-challenged agencies and projects. CCLF is a leading provider of predevelopment and gap finance, and a lender to affordable and limited-equity housing cooperatives.

CCLF is a fast-paced, dynamic, growth-oriented community development financial institution with an energetic 12-person team that manages over \$26 million in total assets. CCLF is committed to sustainable real estate development to lower energy costs, improve public health, expand green jobs, protect the environment and mitigate climate change. We know that low-wealth individuals, families and communities need these benefits, so we deploy lower cost financing, technical assistance, publications, online resources and workshops to assist our customers in developing sustainable real estate projects and social enterprises. For more information, please see our websites at www.cclfchicago.org and www.greenaffordable.org.

Responsibilities

CCLF seeks a full-time **Director of Technical Assistance & Sustainability** to manage all aspects of the technical assistance (TA), sustainability and good design programs. The director will also manage social impact measurement. This newly created position will work closely with our TA, lending and external relations teams to maintain and increase CCLF's high level of customer service by improving and expanding the TA, sustainability and good design programs. The successful candidate will **demonstrate a commitment to community redevelopment, poverty alleviation and social and economic justice**.

Responsibilities of the director will include:

- **Manage all aspects of TA, sustainability and good design programs**
- Oversee workshops, resource fairs, forums and publications
- Identify and execute opportunities for improving and growing TA, sustainability and good design programs (including launching new initiatives such as an energy-efficient mortgage program)
- Maintain www.greenaffordable.org website
- Build relationships and partnerships with other institutions providing debt and grant financing; link customers to sustainable development and good design subsidies
- Engage industry external partners and consultants around TA, sustainability and good design programming; act as a liaison with peer and partner organizations regarding best practices and knowledge transfer
- Oversee mass communications to existing borrowers and TA clients, provide time-sensitive industry updates and deadlines, best practices, and general knowledge transfer
- Market and promote CCLF's TA, sustainability and good design programs
- Maintain and manage resource and information center and referral database

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- Lead and improve social impact tracking, analysis and reporting initiatives for the lending and TA teams, including the management of internal and external reporting
- Develop policies and procedures to make internal operations and the office more sustainable
- Assist Executive Director with financial management of the TA program
- Assist with other portfolio and lending related tasks; complete other assignments as required

Nature & Scope of Working Relationships

The **Director of Technical Assistance and Sustainability** position requires maintaining working relationships with fellow team members, borrowers, potential clients, consultants, vendors, financial institutions, partners, other public and private sector institutions and peers in the field of community development, as well as the CCLF Board of Directors and committee volunteers. This position will report to the Executive Director.

Qualifications

The successful candidate will possess the following:

- Minimum of 3 years experience in financing, managing and/or designing sustainable real estate
- Minimum of 3 years experience in delivering consulting, training and/or technical assistance in community real estate and economic development
- Knowledge of financial incentives for energy efficient systems and environmentally friendly building materials
- Entrepreneurial dynamism
- Strong marketing and networking skills; existing participation in sustainability networks
- Ability to synthesize complex information quickly and convey it to internal and external partners
- Excellent oral and written communications skills
- Strong quantitative analysis skills
- Ability to work with a diverse range of community-based groups
- Commitment to principals of good design, environmental stewardship and economic justice

Minimum educational requirement:

- Bachelor's degree in architecture, engineering, environmental management, environmental policy, natural resource management, business administration, urban and regional planning, public policy or a related field
- Certified training in energy efficiency and sustainable building methods
- Bilingual (English/Spanish) skills a plus

Compensation

- Competitive nonprofit salary is commensurate with experience
- Benefits: 3 weeks vacation, medical and dental insurance, and retirement after 1 year

Application Procedure:

PLEASE SUBMIT RESUMES VIA EMAIL BY **Wednesday, March 31, 2010** to career@cclfchicago.org or fax 312.252.0419 (no calls please)

Attention: Calvin L. Holmes, Executive Director

Chicago Community Loan Fund

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Chicago, IL 60602

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