



<b>Department</b>	OCFC
<b>Job Title</b>	Director of Grants and CDFI Compliance
<b>Reports to</b>	President of OCFC

**Job Summary:**

The Director of Grants and CDFI Compliance is responsible for concept development, researching, writing and submission of funding opportunities and managing the compliance of funded awards.

**Essential Job Functions:**

<b>Function/Responsibility</b>
<ul style="list-style-type: none"><li>• Serve as the lead for CDFI grant applications including the Financial Assistance and the Capital Magnet Fund applications</li><li>• Ability to manage a consulting team and effectively develop funding applications from concept thru submission, draw down and implementation</li><li>• Oversee all CDFI grant compliance, tracking and projections, including management of all CDFI compliance reporting utilizing the CDFI Fund Awards Management Information System (AMIS)</li><li>• Solicit funding new opportunities and develop pipeline for grant opportunities</li><li>• Ability to be a “thought leader” by identifying housing policy trends and developing recommendations for future funding applications</li><li>• Remain current with the state and federal policies, and CDFI compliance requirements</li><li>• Produce reporting for funders including the CDFI Fund</li><li>• Utilize OCFC’s loan management software (TEA 10)</li></ul>

**Education/Certifications:**

<ul style="list-style-type: none"><li>• Bachelor’s degree in nonprofit management, real estate, public policy and administration, urban planning, or related field preferred</li><li>• Candidate should have grant writing/management or equivalent educational experience</li><li>• Experience in affordable housing, community development, law, or finance</li></ul>
---

## **Work Experience:**

- 5+ years of relevant experience or other industry where writing and data analysis skills are clearly transferable
- Knowledge and experience with affordable housing finance and nonprofit development organizations preferred
- Understanding of multifamily real estate lending and analysis, and public sector programs
- Proficient in relationship-building skills and has flexibility to work with broad range of cultures, personalities, and work styles
- Strong organizational and analytical skills including ability and willingness to follow through and prioritize multiple tasks to meet funder deadlines
- Superior written and verbal communication skills required with emphasis on clarity, conciseness, and relevance
- Demonstrated ability to prepare clear, accurate, and well-organized financial projections and narratives

## **Knowledge, Skills & Abilities:**

- The candidate should be familiar with CDFI Fund programs and the non-profit industry. The candidate must display knowledge and techniques in negotiating and building relationships.
- Position requires strong written and verbal communication skills. Must be able to articulate complex matters in a clear, concise relevant manner to clearly organizing ideas and concepts.
- Required technical skills include MS Excel, MS Word, MS PowerPoint, MS Teams, etc.
- To be successful, one must be highly organized; be highly productive; be able to work independently (but within the context of a team). Maintaining high quality standards with work product is required, despite the fast-pace and high volume of work performed. Must be able to prioritize duties, follow through, and meet deadlines.
- The successful candidate will embrace the opportunity to continually grow and push oneself to continuously improve.

## **About Ohio Capital Finance Corporation and Ohio Capital Corporation for Housing:**

Ohio Capital Finance Corporation is a nonprofit Community Development Financial Institution (CDFI) located in Columbus Ohio. With total assets under management of over \$130 million. OCFC provides loan products and services to assist in the production, rehabilitation and preservation of affordable housing and community Development.

OCFC, an affiliate of Ohio Capital Corporation for Housing, which is an independent, mission-driven nonprofit

corporation based in Columbus, Ohio, that works with private and public developers to create affordable housing opportunities. Since its inception, OCCH has raised over \$5.5 billion in private capital and invested in over 50,000 units of affordable housing in over 800 developments.

OCFC and OCCH's mission are at the heart of everything we do. Our shared core values are our building blocks and foundation. When we live our values of: **Collaboration & Communication, Respect, Expertise, Accountability, Trust, Innovation, Inclusion & Growth**, we are **CREATING** our future success. Ideal candidates will be passionate about our mission and exhibit our core values with a commitment to continuous improvement and growth.

OCFC/OCCH is an equal opportunity employer. Equal employment opportunity is not only good practice - it is the law and applies to all areas of employment, including recruitment, selection, hiring, training, transfer, promotion and demotion, termination, compensation, and benefits. As an equal opportunity employer, OCFC/OCCH prohibits unlawful discrimination based on race, religion, creed, color, national origin or ancestry, sex, age, marital status, sexual orientation, gender, gender identity, gender expression, genetic expression, disability, veteran or military status, or any other basis that would be in violation of any applicable federal, state, or local law.