

JOB DESCRIPTION

TITLE\POSITION: SENIOR PROGRAM OFFICER

RESPONSIBLE TO: Director of Lending

JOB STATUS: Full-time, Exempt, Salaried

WORK SCHEDULE: 35 hours/week, 9:00 a.m. to 5:00 p.m. Monday through Friday

FUNCTION: The **Senior Program Officer** is responsible for assisting with overall management of the Genesis Fund's technical assistance (TA) program, ensuring that the organization's annual and strategic program goals are met through the provision of high-quality technical assistance. This position also ensures compliance and performance with the requirements of a variety of grants, contracts, and programs that support the Genesis Fund's TA program. Responsibilities include building and managing relationships with potential and existing Genesis Fund clients, conducting outreach to community groups and nonprofit organizations, and maintaining strong connections with funding and industry partners. The Senior Program Officer fields inquiries from potential technical assistance clients and coordinates and/or provides technical assistance services to clients. The Senior Program Officer assists with the development of funding applications to support the organization's program work and with reporting to those funders and other partners.

ESSENTIAL FUNCTIONS

APPROX. # OF HOURS/WEEK

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| 1. Program Management, Reporting, and Tracking | 10 |
| 2. Outreach and Relationship Building Activities | 5 |
| 3. TA Service Provision | 20 |

PHYSICAL DEMANDS RELATING TO ESSENTIAL FUNCTIONS:

This is a largely sedentary role, but occasionally requires moving around the office to access file cabinets or tools such as a copier/scanner. Up to 90% of the employee's time is expected to be spent operating a computer and using a phone to exchange information. Ability to produce written material and perceive written information is required. Must be able to travel throughout Maine and occasionally beyond to meet with partners and attend community meetings, communicate to build relationships, and have a valid driver's license.

WORK ENVIRONMENT:

The work environment an employee is expected to encounter while performing the essential functions of this job is a normal office environment with a moderate noise level. (The Genesis Fund currently offers flexibility regarding work location and the possibility for time to work from home.)

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, education, skill and/or ability required.

SKILLS AND EXPERIENCE

- 3 to 5 or more years of demonstrated experience in community development, and/or real estate development, or comparable experience and transferable skills in the affordable housing and/or nonprofit sectors
- Experience managing programs, ensuring compliance and coordination with internal and external stakeholders
- Demonstrated ability to exercise discretion and independent judgement in executing duties
- Knowledge of real estate development financial structuring and housing/community facility subsidy programs
- Knowledge of and commitment to advancing racial equity within organizations and through organizational work
- Strong knowledge of the building development process, funding and financing options for affordable housing and community facility development
- Competency in building individual and organizational relationships; experience working with diverse constituencies (including new entrepreneurs and entities, nonprofit borrowers and boards, community partners, private developers, local/state/federal agencies, peer financing and funding organizations, banks and credit unions)
- Demonstrated success in building trusting relationships with community partners, with strong interpersonal and professional skills including humility and respect for others; persistence and patience and kindness; ability to identify and work towards common interests; and creativity in seeing potential connections and following through to help make things happen
- Experience with Maine and/or Northern New England housing finance agencies, recovery and homeless service programs, nonprofit housing providers and community-based organizations
- Ability to understand and communicate the big picture, including how systems work and fit together, while also being knowledgeable about details and helping others successfully navigate complex systems and access resources
- Enjoyment of, experience with, and expertise in using Excel and other tools to evaluate and model financial performance, debt service coverage and other financial ratios for affordable housing and community facility project proformas
- High level of analytical aptitude along with strong problem-solving skills in support of sound decision-making
- Strong interpersonal and communication skills, both written and verbal
- Proficiency in MS Office Suite
- Accuracy, attention to detail, and timeliness in all duties
- Deep commitment to the mission and values of the Genesis Fund

DESCRIPTION OF ESSENTIAL FUNCTIONS

PROGRAM MANAGEMENT

- Assist with program planning and the development of program goals
- Assist with development of new technical assistance programs, including stewarding relationships with key stakeholders and funders and managing reporting requirements for Genesis Fund
- Meet the annual/strategic goals for the Genesis Fund's technical assistance programs
- Manage administration of passthrough grant funds to distribute funds to projects, coordinate work of consultants for monitoring, and complete reporting requirements
- Develop and manage budgets for program work funded by grants

REPORTING & TRACKING

- Maintain accurate information about technical assistance work to facilitate record-keeping in the data management system
- Develop systems to evaluate the impact of program work to ensure high-quality service delivery
- Maintain data for social outcomes and beneficiary analysis for reporting and fundraising
- Assist with reporting on project deliverables for program activities funded by external partners

OUTREACH AND RELATIONSHIP BUILDING ACTIVITIES

- Develop and sustain relationships with new and existing clients and other community partners consistent with the Genesis Fund's program focus areas
- Represent the Genesis Fund at community events, industry and sector conferences, and community meetings in order to develop trusting relationships and maintain an awareness of community needs and opportunities

- Cultivate relationships with diverse current and potential Genesis Fund community partners, in support of strategic program goals
- Assess the suitability of projects for Genesis Fund technical assistance or financing and support a seamless relationship across Genesis Fund staff teams to support community partners

TECHNICAL ASSISTANCE SERVICE PROVISION

- Coordinate and provide technical assistance services including preparing project feasibility assessments, researching subsidy and financing options and assisting clients in preparing subsidy applications and meeting the requirements of funders and lenders
- Meet project deliverables for program work funded by grants

OTHER

- Other duties as assigned

DESCRIPTION OF OTHER REQUIRED CHARACTERISTICS

- Outstanding attention to detail, including writing skills; financial analysis and presentation; and organization of borrower files
- Ability to represent the organization well to the public, including borrowers and clients
- Demonstrated ability to exhibit sensitivity to and respect for differences and work with diverse audiences and constituencies
- Good judgment, strong commitment to ethics and organizational standards and principles
- Sound time management and organizational skills, with an ability to coordinate complex activities and prioritize conflicting demands and deadlines
- Ability to work independently and take initiative, exercising discretion and good judgment with respect to matters of significance
- Success in consistently meeting deadlines and excellent follow-through on projects, tasks, and communication with borrowers
- Great communicator and team player with positive, can-do attitude
- Consistent communication, problem-solving, referral to resources, and effective service and support for borrowers, colleagues, and community partners