

JOB DESCRIPTION

TITLE\POSITION: SENIOR PROGRAM OFFICER
RESPONSIBLE TO: CHIEF PROGRAM OFFICER
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 providing technical assistance (TA) to Genesis Fund's clients and building and sustaining relationships for the organization. The Senior Program Officer contributes to ensuring that the organization's annual and strategic program goals are met through the provision of high-quality technical assistance that builds community capacity and supports the program. The Senior Program Officer fields inquiries from potential technical assistance clients and provides expertise on the real estate development process for affordable housing, preservation of existing affordable housing and other areas as assigned.

ESSENTIAL FUNCTIONS

APPROX. # OF HOURS/WEEK

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| 1. Outreach and Relationship Building Activities | 4 |
| 2. TA Service Provision | 26 |
| 3. Project Management, Reporting, and Tracking | 5 |

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

- Minimum of 5 years of demonstrated experience in community development, real estate development, affordable housing and/or nonprofit sectors+
- Strong knowledge of the affordable housing development process including financial structuring, funding programs, site planning, design and construction
- Knowledge of MaineHousing and/or USDA Rural Development programs and processes preferred
- Experience providing technical assistance, guidance or mentorship to others in a professional setting preferred
- Strong attention to detail and ability to interpret, implement and communicate complex rules and regulations to best serve Clients and maintain positive relationships amongst Genesis and government partners
- Experience working with diverse constituencies (including nonprofit and for-profit organizations, new and experienced entrepreneurs and developers, local/state/federal agencies, legal professionals, municipalities, financial institutions, property owners, etc.)
- 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
- 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
- Proficiency in MS Office Suite
- Demonstrated ability to problem-solve, exercise discretion and make sound decisions
- Strong interpersonal and communication skills, both written and verbal
- Knowledge of and commitment to advancing racial equity within organizations and through organizational work
- Deep commitment to the mission and values of the Genesis Fund

DESCRIPTION OF ESSENTIAL FUNCTIONS

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
- Develop and sustain relationships with key program staff at relevant agencies, such as MaineHousing, Federal Home Loan Bank of Boston, HUD, USDA Rural Development and more
- 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
- Deliver high-value trainings and facilitate network-building opportunities for Technical Assistance Clients and community stakeholders
- Conduct outreach and education to RD 515 property owners, managers and potential buyers and build pipeline and proactive strategy to preserve properties and keep them affordable

TECHNICAL ASSISTANCE SERVICE PROVISION

- Field inquiries from developers, municipalities, community organizations, etc. and provide meaningful follow-up, assess opportunities for TA provision, or refer elsewhere as appropriate
- Conduct assessments of developer capacity to inform plan for TA engagement and develop and manage TA contracts as assigned
- Coordinate and provide technical assistance services including assisting with development of project concepts and goals, preparing feasibility assessments, identifying funding and financing options, and providing development consulting services
- Support municipal TA clients by advising on program design and policy-making that encourages affordable housing development
- Work with TA clients to build successful relationships with MaineHousing and utilize MaineHousing programs and resources

TECHNICAL ASSISTANCE SERVICE PROVISION (CONT.)

- Support skill-building of TA clients via trainings, development of resources and throughout project development process to enhance the capacity of clients to develop housing and/or community services for underserved people
- Manage Rural Development Section 515 Transfer processes including prioritization of projects, identifying buyers and sellers, providing guidance on transfer applications, convening and advising project teams and managing successful project closings

PROJECT MANAGEMENT, REPORTING & TRACKING

- Provide accurate data to track TA engagements to assist with internal tracking and reporting
- Keep accurate and appropriate records to support project work for clients and internal reporting and recordkeeping. Assist with grant writing and reporting as assigned
- Manage key program areas and other duties as assigned
- Communicate and coordinate internally with other Genesis Fund teams with an emphasis on streamlined communications when project handoff occurs between Technical Assistance and Lending teams and continued collaboration to ensure smooth transition

DESCRIPTION OF OTHER REQUIRED CHARACTERISTICS

- Outstanding attention to detail, including writing skills; financial analysis and presentation; and organization of client 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

DESCRIPTION OF OTHER REQUIRED CHARACTERISTICS (CONT.)

- 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 clients
- Great communicator and team player with positive, can-do attitude
- Consistent communication, problem-solving, referral to resources, and effective service and support for clients, colleagues, and community partners