

SPECIAL OPPORTUNITY IN THE COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS (CDFI) FUND - BOND GUARANTEE PROGRAM:

Overview

The Community Development Financial Institutions (CDFI) Fund is currently seeking to fill multiple positions to assist with the administration of the CDFI Bond Guarantee Program. The positions will have a minimum term of 12 months, not to exceed 2 years.

About the CDFI Fund

The CDFI Fund works to promote economic revitalization and community development primarily through investment in and assistance to Community Development Financial Institutions (CDFIs) and Community Development Entities (CDEs), by encouraging those entities to increase financial services and products in distressed communities throughout the United States. Among other things, the CDFI Fund provides grants, loans, deposits, equity investments, technical assistance, and tax credits to organizations engaged in community development finance.

About the CDFI Bond Guarantee Program

The CDFI Bond Guarantee Program, Sections 134 and 1703 of the Small Business Jobs Act of 2010, authorizes the CDFI Fund to administer a program that offers a federal guarantee for bonds issued by an Eligible Community Development Financial Institution (Eligible CDFI), or any entity designated to issue notes or bonds on behalf of such community development financial institution (CDFI). Under the program, CDFIs apply to the CDFI Fund for authority to issue a guaranteed bond by submitting a capital distribution plan. Authorized uses of the loans financed may include a variety of financial activities, such as supporting commercial facilities that promote revitalization, community stability, and job creation/retention; community facilities; the provision of basic financial services; housing that is principally affordable to low-income people; businesses that provide jobs for low-income people or are owned by low-income people; and community or economic development in low-income or underserved rural areas. The Treasury Department may guarantee up to 10 bonds per year and the minimum bond issuance allowed is \$100 million. Total bonds issued per year cannot exceed \$1 billion. The program terminates on September 30, 2014.

Application Requirements

Generally, all applicants must possess a minimum of fifty-two (52) weeks of specialized experience in banking and financial services; consumer lending; microenterprise or small business finance; community and economic development finance; or bond finance.

How to Apply

Interested individuals should apply by submitting the following information by email to: eoicdfi@treas.gov:

1. Current resume or OF-612 that includes a description of work experience and education.
2. A brief cover letter that specifies your interest in the position and your relevant job experience.

Application Deadline

Positions will remain open until filled.

POSITION ANNOUNCEMENT: *Senior Financial Analyst I (Origination Lead)*

SERIES & GRADE: GS-1160-13/14

POSITION INFORMATION: Term Appointment, not to exceed 2 years

DUTY LOCATION: Washington, D.C.

Position Summary

The Senior Financial Analyst I (Origination Lead) will lead the CDFI Bond Guarantee (BG) Program's origination unit in all phases of program application intake and review. The Origination Lead will serve as the initial point of contact between the BG Program and prospective program participants, developing and facilitating extensive technical assistance workshops and trainings for entities in the financial services industry that wish to serve as a Qualified Issuer, Servicer, Program Administrator, or borrowing entity. As part of the BG Program's underwriting effort, the Origination Lead will be responsible for the thorough review and evaluation of Capital Distribution Plans for refinancing or originating new loans with the purpose of supporting community or economic development lending to CDFIs, charter schools, commercial real estate projects, daycare centers, healthcare facilities, multifamily housing units, municipal infrastructure projects, small businesses, or other proposed activities approved by the CDFI Fund. As a result, the Origination Lead will be integrally involved in recommending approval or disapproval of Federal guarantee applications based upon a complete consideration and analysis of several quantitative and qualitative evaluation criteria, to include a CDFI's capital adequacy, asset composition, management and oversight structure, performance and earnings, and liquidity. This position will report to the BG Program Manager.

Duties

The major duties of this position include, but are not limited to the following:

- Coordinating, facilitating and leading training/outreach sessions to educate CDFIs on eligibility, usage, and requirements of the BG Program;
- Conducting a thorough review and analysis of an entity to determine its financial feasibility of activating and deploying new capital in low-income and/or rural communities;
- Analyzing financial statements, operating and project reports, cost data, pricing methods, management practices, capital and reserves, credit condition and other related elements to determine the financial soundness of a CDFI in conjunction with proposed uses of funds submitted through a Capital Distribution Plan;
- Reviewing Capital Distribution Plans for such purposes as evaluating the effectiveness of the proposed activities involved in promoting community or economic development, and determining the effect of the deployed funds on the local economy and on the CDFI participant;
- Maintaining a knowledge of the progress of approved projects or current activities undertaken by program applicants through the review of reports and correspondence, and the analysis of financial statements and operating data;
- Performing site visits on potential borrowers to evaluate and analyze the effectiveness of the financing and management its organization, noting trends and problem areas; and
- Conducting preliminary stress tests and other risk assessments to evaluate and determine a potential borrower's creditworthiness for Federal assistance.

Special Requirements

Candidates must possess at least 52 weeks of specialized experience at a level of difficulty and responsibility equivalent to the GS-12 grade level in the Federal service. The experience may have been gained in either the public or private sector. Note: As contract administration is a critical function of this position, internal candidates should be certified as one of the following: Contracting Officer (CO); Contracting Officer's Representative (COR); or Contracting Officer's Technical Representative (COTR).

POSITION ANNOUNCEMENT: *Senior Financial Analyst II (Credit and Risk Management Lead)*

SERIES & GRADE: GS-1160-14/15

POSITION INFORMATION: Term Appointment, not to exceed 2 years

DUTY LOCATION: Washington, D.C.

Position Summary

The Senior Financial Analyst II (Credit and Risk Management Lead) will be responsible for the credit and risk review of proposed bond issues and borrowers under the CDFI Bond Guarantee (BG) Program. The Credit and Risk Management Lead will oversee and direct support personnel in conducting credit risk analysis, portfolio level risk analysis, and risk assessments of bond issues. As the senior analyst, the incumbent will lead the effort in conducting credit analyses, and will recommend approval or disapproval of Federal guarantee applications based upon a complete consideration and analysis of several quantitative and qualitative evaluation criteria, to include a CDFI's capital adequacy, asset composition, management and oversight structure, performance and earnings, and liquidity. This process will include preparing and presenting credit reports to the Credit Review Board (or other governance body) for use in the making of new and/or extension of loans. This position will report to the BG Program Manager.

Duties

The major duties of this position include, but are not limited to the following:

- Verifying that program applications are complete according to guidelines set forth by the CDFI Fund;
- Reviewing, verifying, and adjusting, as needed, credit subsidy estimates for proposed bond issues in order to determine their viability under the BG Program;
- Serving as the lead underwriter of prospective borrowers under the BG Program in accordance with their proposed Capital Distribution Plan;
- Performing site visits on potential borrowers to evaluate and analyze the effectiveness of the financing and management its organization, noting trends and problem areas;
- Conducting stress tests and other risk assessments to evaluate and determine a potential borrower's creditworthiness for Federal assistance;
- Performing analyses on diverse types of collateral;
- Drafting and submitting credit memorandums for the approval or denial of potential participants under the BG Program;
- Assisting applicable Federal agencies and lenders in determining the most appropriate loan structure for approved borrowers under the BG Program; and
- Reviewing final financing documents for conformance with Loan Agreements and Secondary Loan Requirements as set forth by the CDFI Fund.

Special Requirements

Candidates must possess at least 52 weeks of specialized experience at a level of difficulty and responsibility equivalent to the GS-13 grade level in the Federal service. The experience may have been gained in either the public or private sector. This position will require significant credit experience and the incumbent's ability to ensure proper implementation and practice of credit administration, policies and procedures throughout the BG Program.

POSITION ANNOUNCEMENT: *Senior Financial Analyst III (Portfolio Management and Loan Monitoring Lead)*

SERIES & GRADE: GS-1160-14/15

POSITION INFORMATION: Term Appointment, not to exceed 2 years

DUTY LOCATION: Washington, D.C.

Position Summary

The Senior Financial Analyst III (Portfolio Management and Loan Monitoring Lead) will be responsible for designing and leading the portfolio and loan monitoring unit to review the financial (i.e. risk and performance) metrics under the CDFI Bond Guarantee (BG) Program. The Portfolio Management and Loan Monitoring Lead will oversee and direct support personnel in managing the oversight of Qualified Issuers and borrowers under the BG Program, including monitoring and analyzing the portfolio of loans through a series of reports from the CDFIs under the BG Program, market participants, and other third parties such as regulators' call reports. As the senior analyst, the incumbent will lead the effort in ensuring the Agency's due diligence standards are maintained by monitoring the health of Qualified Issuers, tracking and evaluating the performance of borrowing entities and servicers. BG Program portfolio management and loan monitoring will include monitoring the portfolio at the entity level and loan level, collateral surveillance, as well as other qualitative aspects such as news feeds. This process will include conducting periodic reviews and submitting portfolio-level reports. This position will report to the BG Program Manager.

Duties

The major duties of this position include, but are not limited to the following:

- Monitoring Qualified Issuers and borrowers under the BG Program to ensure participants and recipients of Federal assistance adhere to terms set forth in applicable loan and servicing agreements;
- Monitoring borrowers under the BG Program, paying particular attention to credit scoring, core financial ratios, financial statements, trends, market valuation, market comparisons, and others;
- Monitoring project-level investments to detect deteriorations to the portfolio and increased performance risks;
- Conducting collateral surveillance, which may include collateral valuation, collateral eligibility, and others;
- Collecting and reviewing information reflecting terms and conditions of approved loans, payment history, including occurrences of delinquencies and defaults, and any subsequent loan actions which result in payment deferrals, refinancing, or rescheduling;
- Facilitating the development and deployment of requisite compliance training for prospective program participants;
- Performing site visits on potential borrowers to evaluate and analyze the effectiveness of the financing and management its organization, noting trends and problem areas;

Special Requirements

Candidates must possess at least 52 weeks of specialized experience at a level of difficulty and responsibility equivalent to the GS-13 grade level in the Federal service. This position will require significant credit experience and an in-depth knowledge of the CDFI industry, hands-on structured finance expertise, and credit and risk management knowledge with similar products.

POSITION ANNOUNCEMENT: *Senior Financial Analyst IV (Compliance Lead)*

SERIES & GRADE: GS-1160-14/15

POSITION INFORMATION: Term Appointment, not to exceed 2 years

DUTY LOCATION: Washington, D.C.

Position Summary

The Senior Financial Analyst IV (Compliance Lead) will be responsible for designing, implementing, and leading the overall compliance unit under the CDFI Bond Guarantee (BG) Program. Compliance is a critical performance and risk management component of the BG Program in meeting ensuring capital is deployed to underserved rural and urban areas, as well as protecting taxpayer dollars. As the senior analyst, the incumbent will ensure: 1) the program complies with legislative and regulatory requirements; 2) program participants comply with contractual terms and agreements; and 3) vendors and others comply with agreements including applicable Conflicts of Interest mitigation plans. This position will report to the BG Program Manager.

Duties

The major duties of this position include, but are not limited to the following:

- Maintaining an inventory of compliance requirements that include applicable laws, rules, regulations, contractual requirements, etc.;
- Performing compliance risk assessments;
- Identifying response(s) to compliance requirements such as internal controls, monitoring procedures, testing and/or data analytics;
- Assisting in the design and implementation of a risk-based compliance and loan monitoring program through program participant reporting, third party report validation (i.e., call reports), risk-based on-site verification of borrowers under the BG Program;
- Identifying reporting requirements needed for rigorous compliance and loan monitoring and recommend incorporation of such requirements into appropriate legal agreements, as necessary; and
- Assessing program participants' compliance items such as applicable laws, regulations, and contractual terms. This will be achieved through validation, data analytics, and on-site verification.

Special Requirements

Candidates must possess at least 52 weeks of specialized experience at a level of difficulty and responsibility equivalent to the GS-13 grade level in the Federal service. This position will require significant credit experience and an in-depth knowledge of the CDFI industry, hands-on structured finance expertise, and credit and risk management knowledge with similar products. Note: As contract administration is a critical function of this position, internal candidates should be certified as one of the following: Contracting Officer (CO); Contracting Officer's Representative (COR); or Contracting Officer's Technical Representative (COTR).

POSITION ANNOUNCEMENT: *Management and Program Analyst (Program Advisor)*

SERIES & GRADE: GS-0343-12/13

POSITION INFORMATION: Term Appointment, not to exceed 2 years

DUTY LOCATION: Washington, D.C.

Position Summary

The Management and Program Analyst (Program Advisor) supports the CDFI Bond Guarantee (BG) Program Manager in several facets of administering the program, which includes assisting with planning and tracking the design and implementation of the overall BG Program and its operations (i.e., policy approvals and clearance, work breakdown structures, and related processes). The Program Advisor serves as the primary liaison to the Program Manager, interfacing with all areas of the program in order to quickly identify defects in program operations and recommend changes. This position plays a critical role in serving as a central coordinator and planner of the program's operational design. The Program Advisor has a working knowledge of each operational component of the BG Program, and ensures each component maintains smooth functionality. This position will report to the BG Program Manager.

Duties

The major duties of this position include, but are not limited to the following:

- Evaluating and advising on methods and procedures for increasing the efficiency and effectiveness of the BG Program infrastructure support systems;
- Maintaining and updating an overall program launch schedule, which will include work breakdown structures to depict the sequencing of critical activities, timelines and deadlines, owners, key interdependencies, and issues tracking and resolution;
- Developing BG Program estimates by identifying phases and elements, personnel requirements, and costs;
- Assisting in developing, administering, and evaluating training modules for new program staff and vendors;
- Preparing executive-level memoranda, reports, and presentations on the BG Program for senior management and officials by collecting, analyzing, and summarizing information from key subgroups within the program area;
- Providing operational support to the BG Program by serving as the administrative point of contact for one or more procured services under the program. This will include scheduling, preparing for, and facilitating meetings with existing vendors; and
- Providing support to the program's outreach unit by assisting in the planning and facilitation of workshops, webinars, and forums for external stakeholders and potential program participants.

Special Requirements

Candidates must possess at least 52 weeks of specialized experience at a level of difficulty and responsibility equivalent to the GS-11 grade level in the Federal service. The experience may have been gained in either the public or private sector. Strong organizational, communication, and analytical skills are a must. Note: As contract administration is a core function of this position, internal candidates must be certified as one of the following: Contracting Officer (CO); Contracting Officer's Representative (COR); or Contracting Officer's Technical Representative (COTR).