

## **Special Opportunities in the Community Development Financial Institutions Fund (CDFI) Fund – Associate Program Manager Position, GS-14**

**Position Overview:** The Community Development Financial Institutions Fund (CDFI Fund) is currently seeking an Associate Program Manager for multiple limited term (minimum of 13 months, not to exceed 3 years) position to assist with the design, implementation and evaluation of the CDFI Bond Guarantee Program (BGP). The Associate Program Manager will ensure programs are administered fairly and efficiently; develop innovative and timely policy responses; conduct useful research; develop program assessment tools; and measure the Program's effectiveness and impact.

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; public finance; community and economic development finance; or bond finance. Knowledge of the BGP and how to design and implement new programs as well as experience in program and/or project management are a plus. The ideal candidate will have knowledge of the CDFI Fund mission, programs, functions, policies, and regulations, including an understanding of how existing CDFI Fund policies and programs interact. Excellent communication, organizational, and interpersonal skills are a must.

**CDFI Bond Guarantee Program:** Sections 134 and 1703 of the Small Business Jobs Act of 2010 authorize 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. The total bonds issued per year cannot exceed \$1 billion and the program terminates on September 30, 2014.

**Application Requirements for Interested Individuals:** Interested individuals should apply by submitting the following information by email to: [eoicdfi@treas.gov](mailto: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:** Position will remain open until filled and subject to the availability of Congressional appropriations.