



COMMUNITY DEVELOPMENT  
FINANCIAL INSTITUTIONS FUND

DEPARTMENT OF THE TREASURY  
COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND  
1500 PENNSYLVANIA AVENUE, NW  
WASHINGTON, D.C. 20220

April 28, 2014

**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 term not to exceed 4 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.

**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](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**

Positions will remain open until filled.

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

**SERIES & GRADE:** GS-1160-15

**POSITION INFORMATION:** Term Appointment, not to exceed 4 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-14 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: *Lead Financial Analyst (Compliance Lead)***

**SERIES & GRADE:** GS-1160-15

**POSITION INFORMATION:** Term Appointment, not to exceed 4 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;
- 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.
- Collaborating with the oversight liaison to help collect information required by oversight bodies (Government Accountability Office (GAO) and the Congressional Oversight Panel); and
- Preparing regular and special reports to senior management on the operation and progress of risk/compliance program efforts.

### **Special Requirements**

Candidates must possess at least 52 weeks of specialized experience at a level of difficulty and responsibility equivalent to the GS-14 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).



DIRECTOR

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April 29, 2014

**Overview**

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**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.

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**Application Deadline**

Positions will remain open until filled.

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

**SERIES & GRADE:** GS-1160-13/14

**POSITION INFORMATION:** Schedule A EXCEPTED service appointment, not to exceed 4 years

**NUMBER OF VACANCIES:** 1

**DUTY LOCATION:** Washington, D.C.

**Position Summary**

The Financial Analyst II (Senior Credit and Risk Management Analyst) will provide support during the credit and risk review of proposed Bond Issues and borrowers under the CDFI Bond Guarantee (BG) Program. The Senior Credit and Risk Management Analyst will serve as the unit's subject matter expert in credit underwriting, conducting credit risk analysis, portfolio-level risk analysis, and risk assessments of Bond Issues and any proposed mitigants. The incumbent will perform credit analyses of community development financial institutions (CDFIs), which will support the recommendation for approval or disapproval of Federal guarantee applications. This recommendation will be 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, financial performance, and liquidity. The Senior Credit and Risk Management Analyst will draft complex reports, recommendations and presentation materials for the program's Credit Review Board (or other governance body) for use in presenting to the Board and senior management recommendations for authorizing new loans or loan modifications.

**Duties**

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

- Independently verifying that Qualified Issuer and Guarantee Applications are complete according to guidelines set forth by the CDFI Fund;
- Reviewing and adjusting, as needed, credit subsidy estimates for proposed Bond Issues in order to determine their viability under the BG Program;
- Underwriting prospective borrowers under the BG Program in accordance with their proposed Capital Distribution Plan;
- 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;
- Providing supporting documentation to aid in the drafting of credit memorandums for the approval or disapproval of potential participants under the BG Program;
- Assisting the Credit and Risk Management Lead with coordinating with 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-12 grade level in the Federal service. The experience may have been gained in either the public or private sector. This position will require strong corporate or commercial credit experience and the incumbent's ability to ensure proper implementation and practice of credit administration, policies and procedures throughout the BG Program.