



# Nonprofit Finance Fund

## **JOB POSTING: New England Site Director**

**Organizational Overview:** Do you want your work to make a difference in the world?

Nonprofit Finance Fund (NFF) is the country's oldest and largest Community Development Financial Institution (CDFI) dedicated to supporting the capital needs and financial structures of small to mid-sized nonprofits. NFF is a fast-growing organization and is a leader in advancing the capital needs of the nonprofit sector. We do this by:

- Providing organizations with sustaining loans they might not be able to secure from other sources.
- Delivering individualized consultation on the financial state of affairs at a given organization.
- Advocating broadly to funders and their recipient organizations for an innovative approach to nonprofit financing.

With seven offices throughout the US, NFF works nationally with funders and nonprofit organizations alike in pursuit of our vision of a well-capitalized and sustainable nonprofit sector that has the financial strength to provide ongoing high quality services to our communities. Building on 28+ successful years, NFF is growing to meet the ever-increasing demand for its services. Today, NFF has a loan portfolio approaching \$50 million and serves communities in seven major US regions, including New England. Over the next five years, NFF intends to increase its loan portfolio to \$75 million, double the number of clients that receive its Advisory Services and continue to set the standard for innovation in the field of nonprofit finance.

Opened in 1995, the New England site is one of NFF's first regional offices. Today, the New England office maintains five full-time staff, a loan portfolio of \$8.5 million, 10 active funders, and a roster of over 40 Advisory Services clients. New England is considered a major market and is expected to achieve a significant proportion of the organizational growth over the next five years.

**Position Summary:** NFF is currently seeking a highly qualified Site Director to lead its successful New England program providing both capital and advisory services to nonprofits in the region. Reporting directly to the Vice President of the Northeast Region, located in New York, the Site Director will work as part of an integrated team of program and site leaders. Able to both lead the regional office and deliver effective services, the ideal candidate will be a strategic and energetic motivator with demonstrated experience building effective networks and relationships with a range of partners. These partners include members of the philanthropic, financial and nonprofit communities, civic leaders, government agencies and peer institutions. NFF is a matrix organization, and as such, the Site Director will also need to work effectively with NFF's product leaders and managers of national initiatives in order to meet local delivery requirements to achieve site goals and to support the enterprise as a whole.

**Specific responsibilities include but are not limited to:**

Serve as the face and voice of NFF in New England to nonprofits, clients, funders, lenders and government agencies:

- Write grant proposals and reports and maintain relationships with New England funders
- Originate new client relationships and ensure delivery of quality financial and advisory services to New England clients
- Broaden NFF's market presence and lending-referral network to provide a continuous stream of potential borrowers
- Advise on and support the overall lending activities of the New England office
- Maintain and develop relationships necessary to grow NFF's advisory services practice in the region
- Lead and/or participate in client meetings and conduct client trainings/workshops

Acquire the market knowledge necessary to continue the expansion of NFF's presence and visibility:

- Steward and expand the New England Local Advisory Committee
- Build and maintain relationships with local partners and referral organizations

Lead the NFF team in New England:

- Initiate activity to support and achieve NFF's goals
- Develop the New England program's annual work plan and budget
- Manage the day-to-day work of staff and ongoing staff development

Support the VP of the Northeast Region in the development of NFF's Northeast Region strategic plan

**Qualifications:**

- Minimum of 5 years of progressive experience in a leadership and management role within a growing organization or department; experience in the CDFI industry or nonprofit management preferred
- Very strong financial management skills with an understanding of nonprofit accounting and operations; experience with or knowledge of financial services, particularly in the area of credit underwriting
- Familiarity with the national CDFI industry in general and its role in the regional market, combined with business development experience in a related field
- Strategic thinker with the ability to develop and execute a plan and a proven commitment to customer service
- Excellent communication (verbal and written), interpersonal and organizational skills
- Strong time management and multi-tasking abilities, with proven success managing multiple priorities and balancing the needs of multiple constituents, both internally and externally
- Proficiency in Excel and Microsoft Word and knowledge of database systems
- Demonstrated maturity, integrity, judgment and self-awareness combined with a high level of energy, an entrepreneurial mindset, and a sense of humor
- Commitment to the nonprofit sector and the values of the NFF mission
- Bachelor's degree required; Master's degree in business, finance, public administration, or related field preferred

**To Apply:** Please email your resume with a thoughtful cover letter, stating how your background and qualifications meet the requirements of this position and how you heard about the position, both in Word format, to Kristin Giantris at [nff@cgcareers.org](mailto:nff@cgcareers.org), with subject line "New England Site Director."

To learn more about NFF, please visit [www.nonprofitfinancefund.org](http://www.nonprofitfinancefund.org).

Salaries are commensurate with experience and include an attractive benefits package.

NFF is an equal opportunity employer.

**About Commongood Careers:** Nonprofit Finance Fund has partnered with Commongood Careers to conduct the search for a New England Site Director. Commongood Careers ([www.cgcareers.org/](http://www.cgcareers.org/)) is a nonprofit search service that connects talented individuals to organizations that are dedicated to creating positive social change. Founded and staffed by nonprofit professionals, Commongood Careers offers personalized, engaged services to jobseekers and organizations throughout the hiring process, as well as access to a wealth of knowledge about nonprofit careers.