

Program Coordinator for Green Lending Programs

Neighborhood Finance Corporation



Neighborhood Finance Corporation (NFC) is a well-established non-profit organization with a team oriented work environment. NFC is celebrating our 34th Anniversary as a mortgage lender.

Our mission: NFC provides unique lending programs and other services to facilitate targeted neighborhood revitalization through partnerships with residents, governments, community based organizations, financial institutions, and the business community.

Summary:

NFC provides a description for you to understand the position before applying. We know not all strong candidates will meet all the qualifications. We ask that all applicants complete a cover letter and share with us why they believe they are qualified for this position including education, life experience and professional expertise.

NFC is hiring a passionate and driven Program Coordinator to support our expanding Green Lending Programs. If you have experience in lending – whether through mortgage or consumer loans- and a desire to make a real difference in the lives of low and moderate-income communities, please consider this position.

In this impactful role, you will lead the development of innovative lending products that help reduce greenhouse gas emissions. The position will coordinate and inform product development, establish program policies and procedures, engage with community members and build coalitions. As NFC's subject matter expert in energy lending and community programs, your expertise will be key in shaping our initiatives.

We are looking for someone who is self-directed, customer-focused, and eager to connect with diverse communities. This position reports directly to the Executive Director and collaborates closely with the VP of Lending.

We strongly encourage bilingual and diverse candidates to apply. Join us in creating meaningful lending solutions that drive positive change.

Neighborhood Finance Corporation expects to receive up to \$11 million Clean Communities Investment Accelerator (CCIA) lending capital through the Green House Gas Reduction Fund (GGRF) in the next 24 months specifically for green lending products. This is a new position at NFC expanding our Energy Advantage lending product and adding a green lending consumer product to positively impact homeowners and homebuyers in Polk and Linn County. For more information on this national funding, please visit <https://www.epa.gov/greenhouse-gas-reduction-fund>

Specific Job Functions:

Community Engagement: Connect with residents in Low-Income and Disadvantaged Communities (LIDAC) to identify their needs and goals related to healthy housing and energy efficiency. Your insights will help shape the tools and resources we provide. Prepare and deliver presentations and workshops for community partners, neighborhood associations, local lenders, and other interested groups to raise awareness of our programs.

Coalition Building: Collaborate with local and state leaders focused on greenhouse gas reduction to create effective resources and tools for homeowners and homebuyers.

Product Development: Work alongside the NFC team and community stakeholders to design lending products that comply with GGRF and CCIA funding requirements. This includes establishing policies and procedures for NFC's green lending programs. Show a willingness to learn about lending options that enhance energy efficiency and promote net-zero homes.

Subject Matter Expertise: Become NFC's go-to expert on energy lending. Stay informed about federal, state, and local programs and tax incentives that benefit LIDAC homeowners and NFC borrowers.

Client Focused: Meet with potential borrowers to introduce them to NFC's green lending products and related programs.

Contractor Network: Establish a network with local contractors who provide energy improvements eligible for GGRF funding.

Support the NFC Team: Support additional projects as assigned by management, contributing to the overall mission of NFC.

Experience and Skills to Succeed at this Position:

Education: A two- or four-year college degree is preferred; a high school diploma is the minimum requirement.

Experience: 3 or more years of lending or other relevant financial products experience. Ideally, a foundational understanding of green lending principles, energy efficiency, and greenhouse gas reduction tools. A willingness to learn is essential.

Project Coordination: Proven experience in coordinating projects effectively.

Customer Service Expertise: Strong customer service skills, with the ability to clearly explain lending products and related programs.

Community Engagement: Experience in convening and engaging with community stakeholders to foster collaboration.

Federal Compliance Understanding: Familiarity with federal funding and compliance regulations is a benefit.

Communication Skills: Excellent written and verbal communication skills.

Self-Motivation and Teamwork: Ability to work independently while also collaborating effectively with colleagues.

Language Skills: In addition to English, proficiency in Spanish, Vietnamese, or another language is desirable.

Job Requirements:

- This position is for NFC's Des Moines location but will serve both Polk and Linn Counties. There is some flexibility for remote one day a week for eligible candidates.
- Proficiency with MS Office applications including Word, Outlook, PowerPoint and Excel.
- Ability to learn loan origination system.

- The ability to remain in a stationary position for extended periods of time
- The ability to position self as needed for routine office work such as accessing filing cabinets or using the phone; ability to operate a computer and other office productivity machinery, (e.g. calculator, copy machine, and computer printer)
- The ability to be mobile as related to business needs.
- A valid driver's license and reliable transportation since this position will require travel for community in engagement in Polk County and Cedar Rapids, Iowa.
- Travel outside of the Des Moines metro (20% or less) will be required to meet the needs of customers, engage in community collaboration, and attend appropriate training and conference events.

NFC offers competitive company benefits including free parking, business casual dress, paid sick/vacation leave, cafeteria plan, and 401(K) plan. Office hours are Monday through Friday 8:30 am to 5:00 pm. Flexible hours and remote work may be approved by your manager considering the duties of the position and business needs.

Expected pay range: \$51,250 to \$66,250 annually depending on skills and experience; this is an hourly position.

Please send cover letter and resume to:
Executive Director
NEIGHBORHOOD FINANCE CORPORATION
4908 Franklin Ave Des Moines, IA 50310
Or smurphy@neighborhoodfinance.org
No phone calls please