



Healthy Neighborhoods Inc.  
Director of Capital Programs  
Job Posting  
November 2024

### Description

The Director of Capital Programs oversees the Healthy Neighborhoods Inc (HNI) capital investment strategy and programming including directing operations of the HNI rehabilitation mortgage Loan Pool and HNI's "green capital" program expansion initiative, and overseeing other grant funded projects in HNI neighborhoods. This is a leadership position at HNI.

### Roles and Responsibilities

Position provides leadership and oversight over all HNI capital programs. Activities include strategic direction and high-level relationship management with stakeholders.

Directing HNI's long-standing rehab mortgage loan program in conjunction with M&T Bank and participating lenders and guarantors. With support of HNI team, lead day-to-day program operations including applicant intake and tracking; engaging with HNI team for review of scope and work and project feasibility; and working with lenders for underwriting, construction payments, loan closings and loan servicing.

Supporting HNI's emerging Green Capital strategy. HNI is working to support low- and moderate-income Baltimore City homeowners and communities with decarbonization and energy/cost savings investment in the era of climate change. This position will work with team to finalize program design and implementation drawing on HNI's proven home mortgage lending capacity and HNI's expertise in delivering green capital projects, including sourcing capital through Greenhouse Gas Reduction Fund and other sources.

Other HNI capital activities may include supporting marketing effort; providing training and outreach to community groups; responding to inquiries and requests on previously issued HNI loans; management of grant funded home improvement projects or other capital-related projects in HNI neighborhoods.

### Position Details and Logistics

*Compensation:* Salary is commensurate with experience with anticipated range of \$80,000 to \$105,000.

*Benefits:* HNI has a competitive suite of benefits including medical, dental, and retirement contributions. Staff receive holidays and more than 20 days of leave annually.

*Location:* HNI Offices located at 11 East Mount Royal Ave, Baltimore City. HNI is currently four days on site, one day work from home. Position may require occasional on-site and community-based work.

*Hours:* 37.5 Hours per week. 9am to 5pm with half hour break. Position may require occasional after-hours or weekend community meetings or other events for which Compensatory Time is available.

*Reporting:* Reports to President/CEO. Position may supervise Loan Specialist position or other personnel.

*Conditions:* Position includes routine office environment and conditions. Position includes significant computer usage. Position does not require heavy lifting, routine exposure to inclement weather or hazardous conditions, or the use or handling of hazardous materials.

### Position Requirements

Expertise and experience in the field of finance, lending, underwriting, or loan administration required. Five years plus of lending, finance or other related professional experience with progressively increasing levels of responsibility strongly preferred.

Knowledge and working understanding of lending and community development financial institutions required. Direct experience in community development, green capital or sustainability field is preferred.

Project management experience and skills needed. Ability to manage overlapping timelines and coordinate among multiple collaborators is required.

Interest in, existing knowledge of, or a strong willingness and capacity to learn about Baltimore City neighborhoods required.

Being an approved notary or willingness to become a notary, required. Strong written communication skills a plus. Analytical and quantitative skills required. Creativity, resourcefulness, flexibility, and a strong team ethic are needed for success at HNI.

Ability to build relationships and communicate effectively with people from a wide range of backgrounds.

Bachelor's degree required. Master's degree or other advanced industry relevant certificate or training program completion preferred.

### Healthy Neighborhoods Inc

Healthy Neighborhoods Inc a 501(c)3 nonprofit organization that helps strong but undervalued neighborhoods increase home values, market their communities, create high standards for property improvement and forge strong connections among neighbors. Founded in 2004, HNI has assisted over 600 homeowners with below-market mortgages, supported the rehabilitation of over 200 vacant houses, provided energy-savings upgrades to over 150 nonprofit facilities, and brought over \$100M in thoughtful investment to Baltimore City neighborhoods. HNI is a Baltimore City community development organization with twenty years of success looking for innovative, entrepreneurial, high-energy problem solvers. The Director of Capital Programs is a leadership position with HNI at a dynamic time.

### Application Process

Please provide resume, cover letter, and contact information by December 6, 2024 to [hni@healthyneighborhoods.org](mailto:hni@healthyneighborhoods.org). Applications will be reviewed on a rolling basis.

*HNI is an equal opportunity employer and coordinates job postings and hiring with the Baltimore City Mayor's Office of Employment Development to ensure City residents have an equal opportunity to apply for positions. Come join us.*