JOB DESCRIPTION

Tenfold

**Job Title: Chief Community Investment Officer**

**Date Revised**: June 22, 2022

1. **Basic Function:**

The Community Investment Officer serves as chief administrative officer of the Community Development Financial Institution (CDFI) reporting to the CEO and overseeing the day-to-day administration and management of operations, as well as working collaboratively with the CEO on long-range strategy and program development to grow the CDFI investments and lending activity.

1. **Specific Functions:**
2. Develop and maintain the business plan to guide the growth and regional investment activities of the CDFI.

1. Lead collaboration efforts with banks and other sources of capital to serve the eight-county region established by Tenfold and Tenfold Community Lending.
2. Responsible for efforts to utilize the U.S Department of Treasury CDFI Fund Programs to expand investments in the eight-county region.
3. Directs development and certification of the CDFI, including staffing and capitalization of the LHIFT loan fund and other loan products, and the coordination with supporting services offered by Tenfold such as pre-purchase counseling.
4. Implements the mission and primary goals of the organization under the direction of the CEO.

Supports the Director of Lending to manage the mortgage loan pipeline and meet all HUD guidelines and requirements.

6. Represents Tenfold and Tenfold Community Lending in the local community, promoting its goals and services and with the CDFI industry locally, regionally and nationally, advocating for resources and providing technical assistance to potential developers of affordable housing.

7. Coordinate Tenfold and Tenfold Community Lending’s work with investors, funders, developers, government partners and others pursuing aligned goals for furthering the creation of affordable housing.

8. Serves as the chief administrative officer of the CDFI, overseeing all day-to-day administration and work of the CDFI.

9. Recommends policies and projects to the CEO for presentation to the Loan Committee and the Board of Directors.

10. Directs the work of the employees of Tenfold Community Lending and evaluates team performance in alignment with the annual goals in collaboration with the CEO.

11. Develops recommendations for the long-term CDFI strategic plan with the CEO for presentation to the Board of Directors.

12. Serves as the spokesperson for Tenfold Community Lending for media and other forums at the request of the CEO.

13. Coordinates the development of the CDFI annual report and other communication with clients, donors and support network.

14. Develops outreach and builds strong working relationships with individuals in nonprofit organizations, private foundations, and local, state and federal government who have an impact or influence on homeownership and affordable housing.

15. Prepares reports as requested by the CEO, the Loan Committee and the Board of Directors.

16. Attends other meetings, trainings, seminars and conferences as necessary and helps promote the work of Tenfold Community Lending in the region.

17. Perform other duties as assigned by the CEO of Tenfold and Tenfold Community Lending.

**C. Minimum Knowledge, Skills, and Abilities**

* Experience working with the banking industry is vital in order to leverage Community Reinvestment Act requirements in a mutually beneficial way to create the greatest community benefit.
* The Community Investment Officer must have strong financial, writing, speaking, public relations, management, leadership and planning skills. The position involves a blend of financial experience, non-profit management, market awareness and relationship building.
* Must possess the relationship building skills to work in the local community with diverse partners and in the financial sector of banks, foundations and CDFI’s as well as local, state and federal governing bodies and agencies.
* Experience financing affordable housing development is preferred.
* Experience leading the development and implementation of a business plan for a CDFI is highly preferred.
* The Community Investment Officer should have a Bachelor’s degree. A Master’s degree or comparable experience in business, management, economic or community development, banking and or finance is desirable.
* Candidates must have at least five (5) years of work experience including management and public facing duties such as public relations and experience with managing and cultivating relationships with new potential partners and investors. This includes planning, tracking and reporting to ensure growth and goal setting around program measures.
* Commitment to Tenfold’s Core Values:
* We Value Empowerment
* We value Innovation
* We Value Integrity
* We Value Diversity, Equity and Inclusion
* We Value Teamwork

# D. Supervision Exercised: Supervises the Community Development Financial Institution (CDFI) Lending team

**E. Supervision Received:** Responsible to the Tenfold and Tenfold Community Lending CEO.

**F.** **Classification:** This position is classified as exempt from overtime, and compensation is paid on a salaried basis.

The above is intended to describe the general content of and requirement for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understand the responsibilities and requirements of this position for which I have been employed by Tenfold.

Signature of Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Equal Employment Opportunity*

Tenfold is an equal opportunity employer and does not discriminate on the basis of race, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status or genetic information.

*Americans with Disabilities Act*

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The agency shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.