



Impact Specialist

Housing Assistance Council

1025 Vermont Avenue, Suite 606

Washington, DC 20005

www.ruralhome.org

HOUSING ASSISTANCE COUNCIL

The Housing Assistance Council (HAC) is a national nonprofit Community Development Financial Institution (CDFI) that strengthens communities across rural America through investment and assistance with affordable housing and community and economic development initiatives. Based in Washington, DC, HAC is actively involved in shaping federal policy and the affordable housing industry with its research, lending, and conferences. We also deliver technical assistance, training, and affordable loans at the local level to organizations that help rural communities prosper.

POSITION DESCRIPTION

The Impact Specialist contributes to all aspects of HAC's mission through the collection and reporting of impact metrics across the organization's lines of business. This individual will assist in a range of analysis of programmatic and lending activities in the organization. The Specialist will assist in the preparation and review of investor and donor reports for the organization's various sources of funding, such as grants, donations, and loans. Working closely with HAC's Executive Office, the Impact Specialist will also assist in the development and tracking of the organization's new strategic plan.

PRIMARY RESPONSIBILITIES

- Create and manage a system for tracking the impact of HAC's housing and community development programs.
- Gather and analyze data for use in reports and funding proposals to public agencies, private investors, and other supporters of HAC's programs.
- Coordinate with HAC's communication team to develop impact narratives.
- Support the development and implementation of HAC's new strategic plan.
- Assist in gathering data and preparation of HAC's annual report.
- Prepare and submit quarterly and annual reports required by federal agencies and private donors and investors.
- Participate in meetings with current and prospective donors and investors.

EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES

The Impact Specialist will be a positive and persuasive communicator who tells compelling stories with data about the essential work HAC does to combat poverty and build vibrant rural communities.

- Bachelor’s degree.
- 3-5 years of relevant experience in impact analysis and reporting.
- Excellent Technical reading writing skills.
- Familiarity with basic financial statements and terms.
- Effective communication skills, including the ability to write clear and compelling reports.
- Strong quantitative and qualitative analytical skills.
- Unwavering attention to detail and ownership of work.
- Ability to manage multiple tasks effectively and efficiently under moderate supervision.
- Ability to work independently or in team environment as required.
- Commitment to HAC’s mission.
- Comfortable working in a small-office environment.
- Excellent Office 365 skills
- A positive, outgoing, fun disposition with a sense of humor and a can-do spirit

EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices on the basis of race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HAC is committed to maintaining a diverse work environment. Women and minorities are strongly encouraged to apply.

TO APPLY

Please email a resume and brief cover letter to jobs@ruralhome.org with “Impact Specialist” in the subject line. Applications considered as received, with interviews starting immediately.

Position Title	Impact Specialist
Reports to	Development Manager
Business Unit	Executive Office
Location	Washington, DC
Supervisory Responsibility	None
Telecommuter Status	Position is eligible for telecommuting.