



Resource Development Intern

Housing Assistance Council

1025 Vermont Avenue, Suite 606

Washington, DC 20005

www.ruralhome.org

ABOUT THE ORGANIZATION

Founded in 1971, the Housing Assistance Council (HAC) is a national nonprofit and a certified community development financial institution dedicated to helping local rural organizations build affordable homes by providing below-market financing, technical assistance, training, research, and information services. HAC's mission is to improve housing conditions for the rural poor, with an emphasis on the poorest of the poor in the most rural places, particularly regions and populations with high needs: Native American communities, the Mississippi Delta, farmworkers, the southwest border colonias, and Appalachia.

POSITION SUMMARY

The Resource Development Intern is part of HAC's lending team and HAC's impact team. The intern will gain valuable work experience participating in projects that contribute to the success of the mission of our organization, while reporting to the Director of Lending. The intern will have the opportunity to participate in the Fannie Mae Future Housing Leaders program throughout the summer.

PRIMARY RESPONSIBILITIES

Primary responsibilities for this position include, but not limited to:

- Assist in identifying resource opportunities, both grants and loans, to support HAC's continued growth.
- Research banks and other financial institutions that make concessionary loans and/or grants to CDFIs for Community Reinvestment Act (CRA) purposes.
- Research foundations with a focus on housing and/or rural community development.
- Research foundations that make program related investments (PRIs) and assess their investment criteria against HAC's needs.
- Assist with proposal writing and developing other fundraising collateral.
- Participate in calls with potential funders and investors.
- Assist with quarterly reports to funders, understanding financial covenants and other compliance requirements.

QUALIFICATIONS

Certain education, knowledge, skills, and abilities for this position is required.

Required

- Enrolled in a bachelor's program in Real Estates, Business, Economics, Accounting, Finance, or related area of study.
- Curiosity about affordable housing, especially in rural communities.
- Knowledge and familiarity with Microsoft Office products, including PowerPoint and Excel, are essential.
- Effective communication skills
- Ability to work a minimum of 32 hours per week.

- 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.

COMPENSATION

The position will be approximately up to 37.50 hours per week, with a stipend of \$15-18 per hour commensurate with experience/responsibilities. Internship will run from the end of May through August 2023.

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 multicultural work environment. Women and minorities are strongly encouraged to apply.

TO APPLY

Please email a resume and brief cover letter to jobs@ruralhome.org "Resource Development Intern" in the subject line. Applications considered as received, with interviews starting immediately.

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| Position Title: | Resource Development Intern |
| Reports to: | Director of Lending |
| Business Unit: | Loan Fund Division |
| Location: | Remote |
| Employment/FLSA Status: | Full-Time, Non-Exempt |
| Supervisory Responsibility: | No |
| Telecommuter Status: | Position is eligible for telecommuting |