



## **The National Development Council Paid Intern: Affordable Housing and Economic Development**

### **Organization: The National Development Council**

The National Development Council (NDC) is the oldest national non-profit community and economic development organization in the United States. NDC was founded in 1969 with a mission of increasing the flow of capital for investment, jobs and community development to underserved urban and rural areas across the country. For additional information about NDC, please visit [www.ndconline.org](http://www.ndconline.org)

### **Position: Affordable Housing and Economic Development Intern**

The NDC Housing & Economic Development Corporation (HEDC) is NDC's development arm. It is through this affiliate that NDC has developed over \$2 billion in publicly-sponsored capital projects; raised and placed \$704 million in New Market Tax Credit (NMTC) and invested over \$850 million, utilizing the Low Income Housing Tax Credit (LIHTC), into the rehabilitation or new construction of over 11,000 units of affordable housing. We seek a motivated candidate with strong organizational skills to assist with the following:

- Special projects and funding applications including, NMTC and Capital Magnet Fund
- Asset Management responsibilities for NMTC portfolio
- Asset Management of LIHTC portfolio
- Assist with file maintenance, scanning legal documents and staff expense reports as requested
- Development of project descriptions, community impact reports and project underwriting
- Other Duties as Assigned

### **Qualifications**

#### **Minimum Requirements**

- Working toward a bachelor's degree in public or business administration, finance, planning, real estate development or other related fields.
- Highly energetic, creative self-starter capable of managing various assignments for multiple parties.
- Solid working knowledge of Microsoft Office products.
- Ability to establish and maintain effective working relationships with professional colleagues, municipal clients, public officials, developers, and representatives from private and public financial organizations.
- A demonstrated ability to solve problems in a collaborative work environment.

Submit a cover letter and resume to Mike Griffin at [mgriffin@ndconline.org](mailto:mgriffin@ndconline.org) or by mail to National Development Council, Att: Mike Griffin, 1111 Superior Ave., Ste. 1114, Cleveland, OH 44114

NDC is an Equal Employment Opportunity employer.