The Community Builders, Inc.
(Development Support and Lending Department)

Title of Project: Community Development Lending Research and Process Improvement

Main Contact: (Log into the Clark Recruiter)

Duration: Minimum of 180 hours.

**Deadline: April 1, 2017**

Location: The position will be located in TCB’s headquarters office at 185 Dartmouth Street in Boston’s Back Bay. Our office is across the street from Back Bay Station, which provides access to the MBTA’s Framingham/Worcester commuter rail line, Orange Line, and numerous local and express bus lines. 185 Dartmouth Street, Boston, MA 02116

Position Description:
The Community Builders is a large multi-state non-profit developer of affordable and mixed income housing and related community development facilities. This position will involve working with the staff in the Development Support and Lending department. Among other things, this team manages the organizations predevelopment lending to affordable and mixed income housing projects, its use of New Market Tax Credits to facilitate investments in community development projects in low-income communities, and other lending programs. The position will support the team through researching additional funding opportunities available to expand our resources, researching best practices and opportunities to improve our lending processes, improving or developing documentation of lending processes to allow our team to support a larger volume of activity, and potentially supporting staff members in work to improve our tracking of community benefits generated by our activities. The position will provide insight into the affordable housing and community development field, including the work of Community Development Financial Institutions (CDFIs) and the New Market Tax Credit program.

Qualifications:
This position would be most appropriate for a student with some academic background or a strong interest in community development, especially in low-income communities. We are looking for a responsible student able to work independently with support and access to our staff members for direction. To be most successful the student will need to have research experience, the ability to write clearly, and facility with Microsoft Office products, including Excel.

Housing: Housing will not be provided. Students are responsible for finding their own housing.

For more info: Please, visit: [www.tcbinc.org](http://www.tcbinc.org)

Funding: $2500 Available through the LEEP Fellows Program.

How to Apply:
Please send resume and cover letter to…(Please log into the Clark recruiter for contact info)

To apply for LEEP Funding and to be considered as a LEEP fellow, students must secure the position and complete the LEEP Fellows Application Process by April 14th. Students will be required to submit a resume, cover letter, and a proposal outlining how they will complete their project.

Additional position information is available through Clark Recruiter. (Recommendation letters should be emailed directly to rmaddox@clarku.edu)
About the Company:
The Community Builders is a leading nonprofit real estate developer that owns or manages more than 11,000 quality apartments. Our business, infrastructure and community program investments help make neighborhoods work for people of all incomes.