

# CINCINNATI DEVELOPMENT FUND

1224 Race Street, Cincinnati, OH 45202  
(513) 721-7211 • info@cinddevfund.org

**Job Title:** Compliance Specialist

**Date:** November 2022

**Reports to:** Compliance Manager

**Exempt/Non-exempt:** Exempt

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**Position Objective:** The Compliance Specialist is responsible for compliance data collection/analysis for all of CDF's loan and grant agreements, including Federal New Markets Tax Credit allocations and Community Development Financial Institutions (CDFI) Fund grants. They monitor compliance with established performance goals & metrics, prepare for on-site compliance audits (desk reviews), and work with the Compliance Manager to complete required reports for funders, including accurate data collection, input, analysis and reporting for CDFI Fund applications and awards.

**Primary Responsibilities:**

- Compile reports and data needed by various partner entities in relation to CDFI (Community Development Financial Institution), CDE (Community Development Entity), and Affordable Housing Leverage Fund lending and servicing.
- Compile and maintain data files for New Markets Tax Credit and Capital Magnet Fund transactions in accordance with CDFI Fund Desk Review or Site Visit criteria.
- Assist with audit schedule and preparation for CDF's New Markets Sub-CDEs.
- Assist Compliance Manager in completing and certifying all CDFI Fund reports.
- Complete all tasks related to annual CDFI Certification using the CDFI Fund's Awards Management Information System (AMIS).
- Support Compliance Manager with activities related to Affordable Housing Leverage Fund metrics and reporting.
- Work with CDF's Loan Portfolio Manager to validate data entered in CDF's loan servicing system for compliance reporting.
- Provide input to and validate data in CDF's applications for CDFI funding (Financial Assistance, New Markets Tax Credits, Capital Magnet Fund, etc.).

**Required Qualifications:**

- College degree in finance, accounting or related field, or equivalent experience
- Strong reasoning and analytical skills with ability to handle multiple priorities at once
- Superior organization and time-management skills with attention to detail
- Strong understanding of financial statements and basic accounting principles
- Ability to learn quickly
- Working knowledge of banking concepts and lending processes

- Excellent written and verbal communication skills
- Positive attitude with strong interpersonal skills – able to work with people at all organizational/community levels to meet reporting deadlines and achieve goals
- Team player – committed to working in a collaborative environment
- Proficiency in Microsoft Office programs, including Word, Excel, Outlook, PowerPoint
- Working knowledge of QuickBooks
- Passion for neighborhood revitalization, CDF's mission

**Preferred Qualifications:**

- 1-3 years accounting experience
- Real estate development, banking or nonprofit experience
- Auditing experience

**Compensation:**

Cincinnati Development Fund offers competitive pay and a flexible work schedule along with comprehensive benefits including medical, dental and vision insurance; 403(b) retirement plan (with company contribution); company-paid life insurance; long-term disability insurance; tuition reimbursement, and generous paid time off.

**About Cincinnati Development Fund:**

Cincinnati Development Fund is a 501(c)(3) nonprofit lending institution that fills a gap not covered by traditional lenders. CDF provides funding for real estate development in under-served markets in the Greater Cincinnati area as well as facilities and equipment funding for nonprofit organizations in the region. CDF's mission is to provide innovative real estate financing for projects that strengthen low-income neighborhoods and improve lives. Its vision is to be at the forefront of redevelopment plans in Greater Cincinnati, helping low-income communities preserve their historic buildings and create vibrant, inclusive neighborhoods.

A certified Community Development Financial Institution (CDFI) and Community Development Entity (CDE), CDF is an equal opportunity employer and an equal opportunity provider.

To Apply:

Please send a cover letter and resume to [info@cinddevfund.org](mailto:info@cinddevfund.org).