



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

Position: Community and Economic Development Officer
Supervisor: Executive VP & VP of Finance & Administration

Department: Finance and CCCDC
Revision Date: August 2025

SUMMARY:

The Community and Economic Development Officer (CEDO) provides strategic leadership and operational oversight for the organization's lending, housing finance, and economic development initiatives. This role is responsible for managing capital deployment, strengthening financial infrastructure, and guiding cross-sector partnerships that support inclusive community growth. The (CEDO) also oversees core organizational functions including asset management and facilities, to ensure effective and sustainable operations.

CORE DUTIES AND RESPONSIBILITIES (Abbreviated) include the following:

Finance and Lending

- Lead the design, underwriting, and execution of loan products for small businesses, affordable housing, and community development projects.
- Develop and implement innovative financing models, including blended capital strategies and public-private partnerships.
- Oversee loan portfolio management, credit risk analysis, and reporting in partnership with the finance and compliance teams.
- Prepare and present financial reports to internal leadership, subsidiary board members, funders, and regulatory agencies.
- Evaluate and report on the organization's overall financial health, including liquidity, asset deployment, and operational sustainability. Provide strategic input on financial forecasting, budgeting, and capital planning.
- Support the finance department in providing necessary separation of duties on account payables and account receivables.

Housing and Real Estate Development

- Lead financial analysis and structuring of real estate development projects, with a focus on affordability and community benefit.
- Serve as a resource to external partners and developers on capital planning, project feasibility, and funding sources.
- Partner with local jurisdictions to align housing investments with policy goals and neighborhood revitalization plans.

Small Business & Economic Development

- Oversee financial readiness strategies for small businesses, including technical assistance, coaching, and capital access as needed.
- Ensure lending products and technical support are aligned with the needs of targeted small businesses enterprises.

Facilities Oversight

- Oversee the vendor management related to the primary facility and assets of the company.
- In collaboration with the Director of Finance, guide the timely procurement and selection of building and equipment services such as security, landscaping, exterminators, housekeeping, information technology, etc.
- Ensure the execution of property and facility operations.

Education and Experience

Bachelor's Degree in Finance, Economics, Urban Planning, Public Administration, or a related field, with a Master's Degree preferred. Minimum of 5 years' experience in community development finance, affordable housing, CDFI operations, or economic development and 3 years of experience in administration and staff supervision and/or equivalent combination of training and experience.

Other Skill, Abilities and Qualifications

- Managing capital programs, developing financial products, and leading cross-functional teams.
- Familiarity with both public and private funding tools—such as LIHTC, CDBG, NMTC, SSBCI, and SBA.
- Experience with nonprofit operations or mission-driven financial institutions.
- Detailed knowledge and experience in nonprofit accounting and board engagement.

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



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- Experience in coordinating audit activities, managing reporting, budget development and analysis, and accounting for investments.
- Detailed knowledge and experience in Blackbaud's Financial Edge software, preferred.
- Direct management of housing or real estate development projects.
- Results-oriented performance-based contract knowledge.
- Willing to work some evenings and weekends, when necessary.
- Ability to work effectively with persons of all ages and diverse backgrounds, skills, and abilities.
- Must be computer literate with familiarity utilizing Microsoft Office.
- Must have outstanding organizational and presentation skills.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.

Certificates, Licenses, Registrations

- Must have a valid Florida driver's license and reliable transportation.
- Must pass a Level 2 background and drug screening.

To Apply
Submit Cover Letter and Resume to:
hiring@ulbcfl.org