Community Development Specialist
Performance Profile

Position Summary

The Community Development Specialist will provide support for the Blueprint Communities® initiative through contract monitoring and evaluation. Additionally, the position will support all rental affordable housing activities related to the Affordable Housing Program. This role provides critical processing, monitoring, marketing and customer service to support the Bank’s mission, principles and strategic business goals.

Primary Success Factors

The Community Development Specialist will demonstrate proficiency in:

1. Conducting outreach and operation and compliance activities for the Blueprint Communities (BC) initiative and supporting the Affordable Housing Program (AHP).
2. Developing and conducting workshops and webinars to educate members and funding partners on community investment products and opportunities; preparing and making presentations to Bank management, Affordable Housing Advisory Council (Council) and Board, as needed.
3. Supporting timely and accurate updates and reports, including updates to policies and procedures; FHFA reporting; monthly product reconciliations; and Board, Council and management reports.
4. Collaborating with the Manager, Compliance and Quality Assurance in the development of annual monitoring plans, risk assessments, key risk indicators, fraud tracking, debarred and suspended lists, quarterly and annual financial reporting and controls, FHFA exam information, the semiannual Board compliance report, and other compliance matters, as needed.
5. Performing community investment product-related research and development by conducting market analysis and tracking the usage and effectiveness of products and initiatives. Recommending enhancements to community investment products, marketing strategies and material. Exploring opportunities to expand the use of other Bank products (e.g., letters of credit, bond purchases, the Mortgage Partnership Finance® Program) for community-related purposes.
6. Providing excellent customer service and supporting relationship development necessary to encourage member use of the Bank’s community investment products; forging new alliances between members, community-based organizations, other funding entities and for-profit developers to better leverage community investment resources.
7. Participating in the development of the annual Community Lending Plan and AHP Implementation Plan, which require Board approval; strategic plan updates; and periodic updates to the Bank’s Housing Needs Assessment.

Required Experience

- Bachelor’s degree in finance, business, economics or other related field
- Four or more years of progressive experience in affordable housing development/finance, community service/investment, examination, auditing, compliance and/or banking
- Experience in community development planning, project development, training and/or capacity building is preferred; experience in affordable housing or real estate development is a plus
• Advanced training and certification in affordable housing, community development, banking or real estate through quality training programs is a plus (e.g., housing development finance professional certification)

*It is the policy of the Federal Home Loan Bank of Pittsburgh to ensure equal employment opportunity (EEO) for all employees and applicants for employment without regard to race, religion, color, sex, national origin, age, disability status, genetic information, veteran’s status, ancestry, sexual orientation, or status as a parent as defined by applicable law. It is the Bank’s policy to comply with applicable laws concerning the employment of persons with disabilities, including reasonable accommodation for applicants and employees with disabilities.*

*“Blueprint Communities” is a registered service mark of the Federal Home Loan Bank of Pittsburgh. “Mortgage Partnership Finance” is a registered trademark of the Federal Home Loan Bank of Chicago.*