



Job Description

Title: Project Consultant

Location: Boston, MA preferred; will consider other locations for right candidate

Capital Link is seeking a full-time, experienced professional with strong finance, analytical and communications skills to provide consulting expertise with respect to the planning and financing of non-profit community health center building and equipment projects. The ideal candidate will be a mission-oriented, outgoing person who enjoys travel, meeting and listening to clients, and developing solutions/strategies to address their needs.

The position involves working with individual community health centers and groups of centers to assist them in planning and obtaining financing for capital projects. Work with individual centers includes developing financial projections and business plans for their projects and evaluating, structuring, and closing complex financing transactions involving multiple sources of funding including federal, state, and private grants and loans, New Markets Tax Credits (NMTC), and other tax-advantaged financing instruments.

This position reports to Capital Link's Director of Community Health Center Advisory Services and must be able to work independently as a project lead and/or as a member of specific consulting teams to accomplish the following:

Essential Duties:

- Through individual consulting and through group training programs/learning collaboratives, help health centers understand their capital needs and plan for successful capital projects, including assessing their readiness, identifying market needs, determining their ability to support debt, identifying their best funding options and assembling and managing a project team.
- Assist centers in developing financial projections and business plans for their projects.
- Identify funding sources and structure complex financing transactions for health center projects. Guide health centers through the process of finalizing their funding plans through the loan closing and documentation process.
- Participate in marketing Capital Link services to potential clients.
- Develop and maintain relationships with potential investors and partner funding organizations to arrange tax-advantaged financing for health centers.
- Conduct webinars and in-person trainings to inform and educate Primary Care Associations, lenders, foundations, and others regarding the capital needs and financial capacity of health centers.
- Participate in further developing and expanding Capital Link's technical assistance programs (including performance improvement strategies) as well as educational and training programs.
- Other responsibilities, as assigned.

Qualifications

Knowledge/Degree/License Requirements:

- *Education.* Undergraduate or graduate degree in finance or similar field required. MBA preferred.
- *Financing expertise.* Proven ability to evaluate, structure, and close complex financing transactions with multiple sources of funding: federal, state, and private grants and loans, NMTC financing, and other tax-advantaged financing instruments such as tax-exempt bonds. Participation in a credit-training program at a large bank a plus.
- *Capital development knowledge.* Proven understanding of the capital development process and competence to provide technical assistance (business plans, forecasting, market assessments) to ensure successful planning and completion of projects.
- *Knowledge of Legal Documents.* Working knowledge of legal documents used in bank and/or NMTC financings.
- *Financial Experience:* Minimum of three years of lending, community development financing, healthcare operations and/or related consulting experience preferred.
- *Project Management:* Minimum of three years of experience developing, leading and managing projects both individually and as a member of a team.
- *Mission Driven:* Commitment to the larger mission of expanding access to primary and preventive health care.
- *Health Center Knowledge.* An understanding of the health care industry and working knowledge of the financial operations and reimbursement patterns of community health centers is a plus.
- *Other:* Excellent organizational, verbal and written communication skills, analytical and critical thinking abilities, and knowledge of MS Office products are required. Public speaking experience and advanced knowledge of MS Excel a plus.

Travel: Position requires travel to health centers, PCA sites, and conferences up to 30% of time.

Benefits include health and dental insurance, 403b retirement plan, SEP-IRA, Section 125 and 132 plans, life insurance, disability insurance, 20 vacation days, sick/personal time, and 12 holidays.

Salary: is based on education and experience.

As a growing entrepreneurial nonprofit organization, Capital Link provides exceptional opportunities to its staff members. The position offers a competitive salary and benefits package. For more information, contact hr@caplink.org and/or visit our website at www.caplink.org. To be considered for the position, please submit your resume and cover letter to hr@caplink.org (no calls please!).

Capital Link is an Equal Opportunity Employer and takes affirmative action to ensure that applicants and employees are not discriminated against because of race, color, age, sex, sexual orientation, religion, veteran's status, military status, creed, physical or mental handicap/disability or national origin.