

NOW HIRING FOR AN

HCD Coordinator

This position implements and maintains the FHLBank’s Affordable Housing Program (AHP) and TurnKey for Housing and Community Development (HCD) programs, as assigned; provides outreach, training and technical assistance to FHLBank members, sponsors and other interested parties; serves as a mentor to other business partners and is the primary back-up for AHP and/or TurnKey Managers; works alongside the AHP and TurnKey Managers to provide direction and support to HCD business partners, members and sponsors; represents HCD programs for vested stakeholders and is considered a subject matter expert of processes, productivity and workflow activity; and is expected to provide management with feedback to improve efficiencies to processes and enhance the member/sponsor experience. Experience in positions such as grant administration, commercial and/or mortgage loan processing, underwriting, originating and management, or careers in economic development or non-profit organization have proved to be beneficial for this role.

What qualifications are needed?

- Three to five years of similar experience or a related field.
- Bachelor's or Master's degree preferred, with academic course work in business, finance or a related field. Equivalent to a high school education is required.
- Business, finance, basic accounting principles, balance sheet management, construction management or related field experience.
- Effective scheduling techniques.
- Two years' experience in one or more of the following: Commercial lending; Affordable Housing; Mortgage Loan underwriting/processing/origination.
- Effective verbal and written communication skills.
- Extensive knowledge and proficient use of MS Office applications including Word, Outlook and Excel.
- Ability to work and travel independently.

ABOUT US

FHLBank Topeka’s products and services help our member financial institutions support affordable housing and community development efforts across the Midwest. We have been headquartered in Topeka, Kansas, since 1932.

FHLBank is an equal opportunity employer. We accept all people, celebrate diversity and promote an inclusive workplace.

Benefits: FHLBank offers an attractive benefits package including health & dental insurance, 401(k) with company match, a short-term incentive plan, a flexible remote workday*, student loan repayment assistance, onsite fitness center with shower facilities and much more.

**Eligible positions may have the opportunity to work remotely one day per week.*



Find more details & apply online: fhlbtopeka.com/careers