



Administrative and Communications Specialist

Boise, Idaho
(Full-time position)
February 2022

NewWest Community Capital (NewWest) was founded in 2000 to create a social impact investment vehicle to provide capital and expertise to revitalize low-income communities. NewWest has grown into a \$43 million intermediary nonprofit organization that provides loans and technical assistance to groups that develop affordable housing, community facilities, essential health and human services, and community revitalization efforts. For more information on NewWest programs and services, please visit our website at www.newwestcapital.org.

Position Summary

The Administrative and Communications Specialist is responsible for performing a variety of general administrative support functions, communication content creation and coordination and community impact measurement and reporting for NewWest.

The position requires a highly motivated, personable individual with ability to multi-task and provide extreme attention to detail. The position will provide operational support to the regional team from our Boise headquarters. The candidate must have excellent oral, written and presentation skills and experience with social media, e-communication and digital content development. The ideal candidate is also someone who understands the unique needs of the nonprofit sector, particularly nonprofit human service providers and affordable housing developers in the Intermountain West. The successful candidate must be a self-starter and must have the demonstrated ability to meet assigned goals successfully and on time. Finally, the candidate should enjoy working in an active and expanding nonprofit and thrive in a friendly, cooperative, and fast-paced environment.

Background

NewWest provides term and construction loans, bridge, gap and subordinate financing to meet the commercial real estate capital needs of organizations throughout the Intermountain West including the states of Montana, Wyoming, Idaho, Nevada, Utah, Colorado, Arizona and New Mexico. Our borrowers use NewWest's loans to finance affordable housing development; to purchase, rehabilitate or construct community facilities, including healthcare clinics, childcare centers, charter schools and nonprofit office and program space; and to create economic development projects that make a difference in the lives of those who need help the most. Since making our first loan in 2000, we have committed \$112 million in loans to organizations; financing 100 projects valued in excess of \$449 million, with minimal loan losses to date. We are in the final years of implementing an ambitious growth plan that includes an expansion to an eight-state service area, new products and services and having a broader impact on poverty as a regional Community Development Financial Institution.

Responsibilities

Administration Support

- Serve as initial point of contact for incoming phone calls and website inquiries routing them to the appropriate department or provide them with resource information.
- Research and analyze information, identify alternatives, and develop conclusions in support of assigned special projects.
- Create meeting minutes for Board and Committee meetings and submit minutes to each group for approval. Maintain permanent record of minutes and prepare Board resolutions, as needed.
- Maintain document organization in keeping with document retention policy.
- Support Board of Directors and all committees ensuring meetings are calendared, minutes are prepared and distributed.
- Data input and impact compliance reporting.
- Maintain accurate and up to date tracking for grants and reporting.
- Undertake special projects and other duties as assigned.

Loan Support

- Assist with loan closing and ongoing monitoring activities.
- Establish, maintain, and update files, databases, records, and/or other documents for recurring internal reports and maintain minutes, scheduling, and communications for Loan Committee.
- Make recommendations for procedural changes to increase efficiency.

Communication

This position is responsible for coordinating all of NewWest's external communications.

- Create and implement communication arc across multiple platforms in coordination with other staff members: press releases, website and social media content, list-serv emails, and print and digital advertising.
- Develop and monitor all social media content.
- Collaborate with designers or copywriters to provide attractive and informative marketing material, newsletters and annual report.
- Update and order collateral and branded merchandise as necessary.

Minimum Requirements

- College degree required. Must have 5+ years of administrative experience.
- Nonprofit or loan administration experience preferred.
- Demonstrated excellent writing, analytical, database and reporting skills.
- Superior judgment, attention to detail and deadlines.
- Strong team player skills and ability to work effectively in a cooperative and diverse environment.
- Enthusiasm, entrepreneurial spirit, and a passionate commitment to work in community development.

Desired Qualifications, Skills and Experience

- Excellent communication and organizational skills with a demonstrated ability to multi-task.
- Attention to detail and strong organization skills.
- Strong written and oral communication.

- A great storyteller.
- Ability to manage multiple projects and programs simultaneously.
- Ability to work independently and collaboratively with team members.
- Considerable experience with Microsoft Suite and preferred experience with WordPress, Mailchimp and Salesforce platforms.
- Professional appearance and demeanor.
- Quick, sharp, confident, assertive, ethical, and ambitious.
- Analytical, with the ability to examine issues from multiple viewpoints.
- Friendly and out-going and works easily with others.

Relationships

Position reports to the Senior Vice President; supports and interacts extensively with the senior management; communicates regularly with borrowing clients and potential borrowing clients; attends and scribes for the Loan Committee and Board of Director meetings; and represents NewWest to outside constituencies.

Job Context

Position is pivotal to the success of the operations and growth of the organization and works in a collaborative, cooperative, team environment. Workload will vary requiring flexibility with time. Outside meetings and some travel within the Intermountain West may be required.

Hours and Location

- Full-time position.
- Work hours will be predominantly during regular business hours, although occasional evening or weekend hours may be required. A flexible schedule can be accommodated.
- Worksite will be in Boise, Idaho
- Automobile required.

Compensation and benefits

Starting salary is commensurate with experience with a range of \$72,000 to \$75,000, plus performance bonus and an excellent benefits package including health, dental, retirement plan and paid vacation.

NewWest is an equal opportunity employer; people of color and women are strongly encouraged to apply.

To Apply

To Apply: Send resume and cover letter: NewWest Community Capital, Attn: Administrative and Communications Specialist, 950 West Bannock Street, Suite 1100, Boise, Idaho 83702 OR email to info@newwestcapital.org. ***Application Deadline: March 31, 2021 or until filled.***