



Help People Get Money for Doing Good Things by becoming a
Contract Review and Document Specialist

Focusing on Conservation, Historic Preservation and Environmental Clean Up

Help preserve land and create financial benefits for the people of Colorado with Tax Credit Connection, Inc. as a Contract Review and Document Specialist in our Northern Colorado office. We are looking for a team member to help us work with the documents that allow our clients to navigate the regulatory process. This position requires extensive transaction document review and a precise attention to detail.

Background and Qualifications

- Strong initiative and the ability to organize and follow through on projects with a team
- Bachelor's or advanced degree in real estate, conservation, law, business, historic preservation or tax plus industry experience in one or more of the above areas
- Able to collaborate effectively with a professional team

The ideal candidate:

- Has a strong desire to contribute to the success of our company, our purpose, and our clients
- Wants to regularly contribute value and ideas
- Is a creative problem solver with a 'think outside the box' attitude
- Will relish this opportunity, own this position, apply 100% effort
- Wants to grow their careers through valuable experience and learning opportunities
- Can be a valuable contributor to our small team and will give what it takes
- Isn't afraid of demanding work

Responsibilities

The primary obligations of this position include reviewing conservation, historic preservation, and environmental remediation tax credit deals with accuracy, attention to detail and evaluating whether the credits will likely pass the state review process. Specific job responsibilities will include:

- Coordinate with very diverse types of constituents – ranchers, historic building owners, brownfield developers, land trusts, attorneys, state regulators, accountants, and appraisers in a way that respects each of their unique perspectives
- Review due diligence items for land conservation transactions
- Review appraisals for land conservation transactions

- Assess risk and make decisions regarding individual tax credit sales
- Maintaining relationships in the conservation, historic preservation, legal and accounting communities throughout Colorado
- Be able to fully understand and educate others on Colorado's three tax credit programs, including presenting at workshops
- Prepare and submit applications to the state for the three credit programs
- Create educational materials for landowners and their advisors
- Keep procedures, checklists and outreach materials up to date
- Help your teammates when needed, including stuffing envelopes on occasion
- Maintain the highest standards in client and staff follow up and communication

Salary and Benefits – Salary is based on successful applicant's experience and ability and will start around \$55,000 - \$65,000 annually. TCC provides paid time off, paid holidays, partially funded company health insurance, 401(k) with matching and lots of support for growing and learning.

Application Process

- Submit resume and cover letter explaining your interest and qualification for this position
- Please provide a list of 5 professional references and contact info with application
- Applications accepted until position is filled
- Send application to:
Michael Dunning
Tax Credit Connection, Inc.
(Physical) P.O. Box 1361 (Mailing) 328 Massachusetts Ave.
Berthoud, CO 80513
michael@taxcreditconnection.com
www.taxcreditconnection.com
970-532-9816