

Department: MUROW DEVELOPMENT CONSULTANTS – Operations
Dept. Head: Chief Operating Officer (“COO”)
Title: Director of Credit & Reimbursements
Emp. Status: Exempt

Job Description:

The **Director of Credit & Reimbursements** oversees management of all credit and/or reimbursement packages for private (i.e. land developer) and public (i.e. *government agencies*) financing programs (CFD, TUMF, RBBD, etc.). The director is responsible for the overall development of audit/submittal package, coordinate efforts with various staff members (i.e. *Engineering Firms, Title Insurance Agencies, Lead Agency Representatives, Developer Representatives, etc.*), identify the cost obligations and ultimately maximize the benefits of the financing program. The **Director of Credit & Reimbursements** reports directly to the Chief Operating Officer (“COO”).

Responsibilities:

- Directs the overall deliverable development, organization, operations of all credit and/or reimbursement projects and related activities for the division
- Represents **Murow DC’s** when making presentations to potential clients, detailing **Murow DC’s** credit and/or reimbursement capabilities in connection with business development efforts
- Performs all functions inherent in management and supervisory positions through directing, planning, organizing and coordinating
- Develops and serves as client and agency/jurisdictional liaison for active projects and future opportunities
- Responsible for the execution of organized, accurate reimbursement packages for various public financing programs, including (but not limited to):
 - CFD (Community Facilities District)
 - CDD (Community Development District)
 - TUMF (Transportation Uniform Mitigation Fee)
 - RBBD (Road Bridge Benefit District)
 - CIDS (Community Improvement Districts)
 - LIDS
 - MUDS
 - Etc.
- Responsible for ensuring that submittal / package status and reporting is provided on assigned projects, and for initiation of any new work items
- Maintain templates for reimbursement of cost for each jurisdiction and keep “up to date” summary sheets / forms as it pertains to each respective jurisdiction’s municipal code(s) and / or procedural regulations
- Populating and maintaining Reimbursement website portal with up to date submittal package related docs/resources and punch list items from reviewing party or lead agency
- Review and tailor each credit / reimbursement package to the guidelines of the financing agreement and to the acceptance of the agency / jurisdiction(s) involved

Responsibilities – Marketing | Business Development:

- Represents **Murow DC** when making presentations to potential clients, detailing **Murow DC's** reimbursement services and capabilities in connection with business development efforts
- Responsible for initiating blog | social media topics pertinent to the Division's services
 - Responsible for (3) such topics per month
 - Such efforts will be coordinated with the Marketing Coordinator
- Work with the Director of Business Development to plan and secure opportunities germane to division's scope
- Respond to applicable RFP (Request for Proposals) from various Agencies, Cities, Etc.

Coordinator Position (currently under the role of "Director") ⁽¹⁾ – Tasks:

Support for Director of Credit & Reimbursements

- Deliverable development – assist with execution of organized, accurate reimbursement submittal packages and/or agreement documents
- Assist in development of presentation materials
- Serves as supplemental client and/or jurisdictional liaison for reimbursement activities (meetings, conference calls, etc.)
- Assist with status reporting for assigned projects and any new work items
- Assist in maintenance and creation of reimbursement/agreement templates
 - Assist in maintaining summary sheets / forms with jurisdiction's municipal code(s) and procedural regulations
- Assist in populating and maintaining Reimbursement website portal / application with up to date submittal package related docs/resources, and punch list items for reviewing party or lead agency

Qualifications & Requirements:

- Preferred higher education (4-year degree)
- Independent, self-motivated, team player
- Able to effectively communicate with all levels of staff and management
- Competent in Microsoft Excel, Word, Project, and / or Bluebeam Revu
- Organized and innovative thinker

Updated: 01/14/2020