



**Senior Manager, Capital Officer / Relationship Manager
Requisition R27800**

Location: NYC or Vienna, VA

To apply, [click here](#)

Job Description

Summary:

Community Finance Capital Officers seek to leverage our ability to bring debt and equity investment capital to our clients, while serving as the lead marketers for our products and managing specific geographic markets. Once business is located, they lead the deal team through approval and closing of both debt and/or equity for each deal. They determine product pricing and manage resources toward agreed upon targets. They are leaders in their communities, with their broad expertise in bringing capital to bear on critical community issues. The Senior Manager, Capital Officer performs responsibilities independently, but often under the guidance or direction of more senior Capital Officers.

- Finances transactions with: Low income housing tax credits (LIHTC), tax exempt bonds, new market tax credits, funding from US Department of Housing and Urban development (HUD), including HOPE VI, HAP contracts, and public housing, and other state/local governmental financing sources.
- Under the guidance/direction of the originations manager or designee, plans portfolio growth through the development of a business plan and customer call program in alignment with departmental budget and consistent with overall Bank objectives
- Assists other account officers in their efforts to obtain new business and retain existing customer relationships for the bank
- In consultation with the originations manager or designee, performs the proper pre-qualification, structuring, pricing of all debt and proprietary investments in his/her assigned area. Presents deal proposals to originations manager or designee and credit risk manager and keeps deal team informed.
- In consultation with the originations manager or designee, negotiates both debt and equity investments related to community development transactions
- Manages (or assists in managing) national relationships with fund managers of low income tax credits
- Leads the closing of all transactions originated including working with internal and external teams to obtain final credit approval, achieving timely closing and keeping management informed
- Leads coordination with other departments for the sale and administration of all financial services to include debt, deposits, investments, derivatives, etc. within the assigned region
- Coordinates with various CF functional teams and other departments in the servicing of client relationship and in resolving any client issues that rise beyond the day to day responsibilities of Portfolio Management.
- Maintains up-to-date knowledge of competitor's products and pricing in the market served; identifies community needs and opportunities for the bank to serve.
- Assists originations manager maintain monthly team pricing reports, resource materials, brand/marketing materials and form template documents.

General Qualifications:

- Bachelor's Degree or military experience
- At least 5 years of experience in Community Finance client management, underwriting or asset management

Preferred Qualifications:

- MBA or Master's degree in Finance preferred.
- At least 8 years of specialized experience in Community Finance
- Completion of credit training program
- Strong oral and written communication, presentation and influencing skills with a high level of attention to detail.

- At this time, Capital One will not sponsor a new applicant for employment authorization for this position.