



New CREFC Position

Managing Director, Industry Initiatives

Reporting to the Executive Director, the Managing Director, Industry Initiatives will support CREFC's efforts to foster, develop, and promote industry best practices, standards, compliance, and information reporting for the commercial real estate finance industry. The candidate will perform as the lead staff member in support of CREFC's Forums and ad-hoc industry-related committees and task forces.

Professional and Educational Background

- Minimum of ten years of related experience required.
- Education: Bachelor's Degree required, with a Master's Degree highly preferred.
- Previous trade association or commensurate industry experience with a high level of demonstrated involvement in industry and industry association issues preferred.

Position Requirements

- Superior writing and communications skills are essential.
- Effective time management. Proven ability to simultaneously handle multiple assignments, prioritize, and work within deadlines with minimal supervision.
- Excellent organizational skills and meticulous attention to detail.
- Analytical and creative thinking

Responsibilities:

- Support the goal of promoting industry-wide standards and transparency through Committee and Forum initiatives.
- CREFC Forums
 - Support and execute on the annual goals and objectives of CREFC Forums.
 - Manage quarterly meetings for each of the seven CREFC Forums.
 - Maintain Forum pages on CREFC website and ensure all up-to-date information is posted.
- CREFC Investor Reporting Package (IRP)
 - Serve as staff liaison with IRP related committees and task forces.
 - Work with the IRP Committee and its various Task Forces to support the goal of promoting industry-wide operational standards.
 - Ensure that all activities are acted upon in a way that leads to consensus among the various CREFC market constituencies.
 - Work with relevant Committees and Task Forces on the ongoing revisions, refinements, and updating of the IRP. Provide all possible communication avenues for the Committees'



efficient work on these efforts (email blasts, conference calls, onsite meetings, website updates, etc.).

- Issuer-Servicer Task Forces
 - Serve as staff liaison to the Issuer-Servicer Task Force and manage all-related borrower concerns.
 - Bring necessary parties together at least quarterly to update status, organize new initiatives.
- Other duties as assigned by the Executive Director.

Competitive salary and benefits package; salary commensurate with experience.

For consideration, please send cover letter and resume to hr@crefc.org.

CRE Finance Council is an Equal Opportunity Employer.

About CRE Finance Council

The CRE Finance Council (CREFC) is the trade association for lenders, investors, and servicers engaged in the \$3.5 trillion commercial real estate finance industry. More than 300 companies and 9,000 individuals are members of CREFC. Member firms include commercial banks, insurance companies, private equity funds, mortgage REITs, investment grade and B-piece buyers, servicers and rating agencies, among many others. CREFC promotes capital formation, encouraging commercial real estate finance market efficiency, transparency and liquidity. In addition to its Member Forums, committees and working groups, CREFC acts as a legislative and regulatory advocate for the industry, playing a vital role in setting market standards and providing education for market participants in this key sector of the global economy. For more information please visit our website.