



POSITION ANNOUNCEMENT

Program Officer – Affordable Housing Preservation

Local Initiatives Support Corporation (LISC) has an opening in its Jacksonville, Florida office for a strong detailed person to assist in the preservation, refinancing, and rehabilitation of affordable housing.

The ideal candidate will have experience developing or financing affordable rental housing, have skills to work with novice developers/owners, and some knowledge of HUD and State Housing Finance regulations and processes. This position will also be responsible for analyzing opportunities to use LISC financial and other resources to support these deals.

The Jacksonville program opened in May 1999, joining the LISC national network, which now numbers 32 local LISC offices. LISC Jacksonville's mission is to help transform distressed communities into healthy ones – good places to live, do business, work and raise families. We provide technical assistance, training, and financial assistance to nonprofits engaged in meaningful neighborhood revitalization activities such as the development of affordable housing, commercial real estate, community facilities, and job-creating projects.

RESPONSIBILITIES

Assist in identifying and developing sound real estate deals to meet LISC's project investment targets.

- Provide or arrange for technical assistance to clients in the financing and rehabilitation of affordable rental housing:
 - Assist in developing budgets and proformas and identifying potential funding sources
 - Assist in hiring and managing consultants
 - Assist in preparing and closing financing applications.
 - Assist in building relationships between clients, donors, lenders, and government agencies.
- Prepare proposals for LISC investments in real estate projects.
 - Perform due diligence and underwriting of proposed LISC investments
 - Make appropriate recommendations to the Sr. Program Officer and credit committees.
 - Monitor LISC investments to ensure successful completion of project and repayment.
 - Maintain financial and program records
- Keep abreast of local, state, and national issues, policies, and initiatives that will effect or could bring resources to the community development industry in Jacksonville.

PROFESSIONAL QUALIFICATIONS

12/10/07

- Five years relevant experience in real estate development or lending *with a preference* for experience in as many of the following areas as possible:
 - Developing affordable rental housing
 - Lending, particularly to nonprofits
 - Working with Housing Tax Credits, bond financing or other programs of Florida Housing Finance Corporation, HUD or other governmental financing programs
 - Working with nonprofit boards and staff.
 - Providing technical assistance and training in the area of real estate development and asset management.
 - Working with consultants and builders.
 - Familiarity with local neighborhood economic development programs and underwriting issues
 - Successful grant writing experience
- A four-year college degree. A Masters degree is a plus.
- Excellent spreadsheet skills and experience with development budgets and operating proformas.
- Excellent written and verbal communication skills.
- Strong analytical abilities i.e. the ability to manage the rules and requirements of multiple, complex financing programs.

In addition, the most successful candidates will have the following characteristics:

- Self-starter/initiator that can build strong relationships and move projects forward.
- Ability to prioritize and handle multiple tasks.
- Familiar with the economic, political and social environment of Jacksonville
- Interest in and committed to the revitalization of low and moderate income communities.
- Comfortable with intangibles and group process; a good sense of humor; patience; integrity.

LISC offers a competitive salary and an excellent benefits package.

Position is open until filled. We would like to fill this position by February 2008.

To apply submit a cover letter and resume to:

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