



Position Announcement: Senior Program Officer

Local Initiatives Support Corporation (LISC), widely recognized as the nation's premier community development intermediary, has a 30 year history of investing in community-based organizations focused on the comprehensive redevelopment of urban neighborhoods and rural communities. LISC works throughout the nation to assist its various partners in the development of real estate projects -- affordable multi-family and senior housing, homeownership opportunities, commercial enterprises, childcare, educational, arts and other community facilities -- as well as various community-building programs. LISC works with its partners to make communities good places to work, do business and raise children. For more information about LISC visit www.lisc.org.

Rhode Island LISC seeks an individual with a passion for strengthening communities through effective and thoughtful investment, grant making and related activities. It invites people to apply who have experience working with diverse populations and who possess general expertise in community development as well as specific expertise in real estate development. The position will focus on the real estate financing dimensions of LISC's place-based and comprehensive approach to community revitalization -- *Building Sustainable Communities*. We seek a candidate who is a team player and a leader who can manage and assist in the implementation of the *Quality of Life* community contracts for Olneyville (Providence) and Constitution Hill/Fairmount/Main Street (Woonsocket) -- as well as other targeted communities throughout Rhode Island.

Key Responsibilities:

- The position is responsible for building relationships and networks with LISC partners -- both internally (including but not limited to LISC's National Equity Fund (www.nefinc.org) and LISC's New Markets Tax Credit) and externally (including but not limited to banks, lawyers, Rhode Island Housing, private and nonprofit developers, and CDCs) on the full-cycle of activities related to real estate lending and development including acquisition, pre-development, underwriting, documentation and administration. This includes assessing project feasibility, developing financing strategies and enabling our partners to access public subsidies as well as conventional financing. The Senior Program Officer is charged with oversight and management of the Rhode Island loan portfolio and will also have responsibility for risk analysis and monitoring. The job may also involve designing creative loan restructuring and patient workout strategies.
- This position will identify and develop sound real estate deals that match LISC's lending targets. The Senior Program Officer will serve as staff to the local Credit Committee; and be the primary liaison to national LISC relative to securing investments and loans as well as portfolio management. It is expected that the position will maintain effective working relationships with other local community development lenders. The position will also integrate and coordinate LISC's lending programs to ensure that transactions are evaluated within the context of surrounding neighborhoods to catalyze revitalization as specified within *Community Contracts*. As part of the Rhode Island LISC Team, the Senior Program Officer will contribute to the budget preparation process, respond to compliance matters, and assist with policy and procedure development. The position will also supervise the lending work of other staff, as appropriate; help prepare funding applications and proposals; and have responsibility for maintaining databases related to LISC's lending activity. As necessary, the incumbent will design new loan products and lending programs and work on marketing those programs.

- This Senior Program Officer is responsible for designing and delivering a broad array of technical assistance, primarily focused on real estate development but also including other community development programs. The Program Officer must work with the Executive Director in managing the new LISC approach to building community – a strategy that goes beyond real estate finance and effectively approaches communities comprehensively. In order to work effectively with our myriad of partners, the Program Officer must possess strong interpersonal and relationship management skills, including strong speaking skills, writing skills and team building skills; and be extremely comfortable with individuals of diverse racial, ethnic, economic, social and educational backgrounds. It is essential that the Program Officer be a self-starter who is able to prioritize and manage multiple tasks.
- The successful candidate will possess knowledge of loan underwriting techniques, financial analysis, and possess the ability to analyze and evaluate financial statements. The job also requires real estate development and finance expertise, including understanding construction lending, primarily as it relates to low-income housing, commercial real estate and community facilities development.

Qualifications:

Experience: 7-10 years experience which includes significant responsibility for real estate development as well as community development lending and/or commercial real estate lending. The candidate should have familiarity with real estate development, including affordable rental (LIHTC) and homeownership as well as non-residential development. Finally, the candidate should be passionate about working within a neighborhood-scale context to advance small, medium or large catalytic real estate projects by utilizing various financing tools.

As a leadership position, the ideal candidate must possess a demonstrated ability to think strategically as well as ability to collaborate with colleagues across functions to design and implement the best strategies for building stronger communities. We no longer have the luxury of remaining in our silos and this job requires a person who is nimble enough to capitalize on changes in the environment and create innovative solutions that produce meaningful results. This job requires someone who is flexible and resourceful.

Education: Bachelor's degree required. Masters Degree in real estate finance, business administration, urban planning, public administration or similar field required.

Compensation: LISC offers a competitive salary and excellent benefits.

To Apply: Submit a resume and cover letter by July 23 via email to ntaveras@lisc.org or by regular mail to:

Nati Taveras, Office Manager
Rhode Island LISC
146 Clifford Street
Providence, RI 02903

Please submit a cover letter of up to two pages that describes your professional background, demonstrates the competencies we are seeking and what about working at Rhode Island LISC will challenge you the most.

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY & INCLUSION**