



**Job Description**  
**Analyst, Educational Facilities Financing Center**

The Local Initiatives Support Corporation (LISC) seeks qualified candidates for the position of Analyst, Educational Facilities Financing Center (EFFC). The Analyst will be responsible for supporting the EFFC team in all facets of its work, including portfolio monitoring and reporting, underwriting and special research projects. The Analyst will report to the Deputy Director of the EFFC.

**Principal Areas of Responsibility:**

- ◆ Monitoring LISC's \$96 million in charter school investments, including:
  - ◆ Leading the effort to augment the EFFC's portfolio monitoring system.
  - ◆ Working with internal and external partners to collect data and reports.
  - ◆ Analyzing academic data, financial performance and other quality indicators of portfolio schools and presenting findings to EFFC leadership.
  - ◆ Conducting loan administration for portfolio schools, including processing disbursements and tracking new investments, fees, interest income and repayment data.
- ◆ Fulfilling the EFFC's reporting requirements to internal and external parties, including quarterly and annual reports to EFFC funders.
- ◆ Preparing materials for quarterly Advisory Board meetings.
- ◆ Providing support and research assistance for the underwriting of charter school transactions as needed.
- ◆ Updating the EFFC's intranet and internet sites.
- ◆ Leading the creation of EFFC marketing materials.
- ◆ Collecting data for and assisting in writing ad hoc research reports – reports may include bond research, the *Landscape* report issued periodically by the EFFC, etc.
- ◆ Maintaining database and filing system for relevant charter school publications and reports.
- ◆ Overseeing the maintenance of the EFFC's files.

**Qualifications and Skills:**

- ◆ Bachelor's degree required and one to two years of professional experience in finance or related field a plus.
- ◆ Understanding of community development, charter schools and/or real estate finance a plus.
- ◆ Detail- and team-oriented, with excellent analytical, organizational and writing skills.

- ◆ Highly proficient with Microsoft Excel and other Microsoft Office products.

**About the Educational Facilities Financing Center at LISC:**

LISC is a national nonprofit organization that provides financial and technical assistance to community-based organizations working to improve social and economic conditions in low-income communities. Founded in 1979 by the Ford Foundation, LISC has grown to become the nation's premier national nonprofit intermediary providing comprehensive support for neighborhood development and working to enhance the overall community development sector.

LISC's EFFC supports the development of quality public charter and alternative schools in underserved communities through the provision of technical assistance and facilities financing. The EFFC pools low-interest loan and credit enhancement monies and leverages them for investment in local educational facilities funds that help finance facilities for multiple schools in a single geographic market or within a nonprofit charter management organization. LISC has raised over \$70 million for this effort, with primary support from the Walton Family Foundation, Prudential Financial, the Bill & Melinda Gates Foundation and the U.S. Department of Education.

Position is based in New York City.

LISC offers a competitive salary and excellent benefits.

**For consideration, please forward a cover letter and resume to:**

Melody Mulrain  
LISC  
501 Seventh Avenue, 7<sup>th</sup> Floor  
New York, NY 10018  
Fax: (212) 687.2698  
Email: [mmulrain@lisc.org](mailto:mmulrain@lisc.org)

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER**