



Position Announcement: Senior Program Officer Lending

Local Initiatives Support Corporation (LISC), widely recognized as the nation's premier community development intermediary, has a 30 year history of providing financial and technical assistance to community-based organizations and public entities focused on the redevelopment of urban neighborhoods and rural communities. The organization works in metropolitan areas and rural communities throughout the nation to assist its various partners in the development of affordable multi-family and senior housing, homeownership opportunities, commercial enterprises, community facilities and 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 national LISC and Los Angeles LISC visit www.lisc.org and www.lisc.org/losangeles

Los Angeles LISC seeks an individual with a passion for strengthening communities through effective and thoughtful 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 including real estate development. The position will use a "People in Place" approach to community revitalization that will focus on the real estate financing dimensions of the place-based work for LA LISC as detailed through a series of *Quality of Life* plans for Boyle Heights, South Los Angeles, Hollywood, Long Beach and the San Fernando Valley.

Key Responsibilities:

- This position will identify and develop sound real estate deals that match LISC's lending targets. The incumbent will also design new loan products and lending programs and create related marketing, informational and application materials. The Officer will serve as staff to the local Credit Committee; and be the primary liaison to national LISC relative to loan monitoring and portfolio management. It is expected that the position will maintain effective working relationships with other local community development lenders and intermediaries; and staff meetings of the Project Review Committee, as appropriate. As part of the Senior Management Team, the incumbent 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; and help prepare funding applications and proposals. There is also responsibility for creating and maintaining databases related to LISC's lending activity. 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 *Quality of Life* plans.
- The position is responsible for working with LISC partners 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 Los Angeles loan portfolio and will also have responsibility for risk analysis and monitoring.

- 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 and facilities development by non-profit agencies, housing authorities and for profit entities. In order to work effectively with our partners, one must possess strong speaking skills, writing skills; relationship building skills and be extremely comfortable with individuals of diverse racial, ethnic, economic, social and educational backgrounds. Being a self-starter who is able to prioritize and manage multiple tasks is essential.

Qualifications:

5 years banking experience which includes significant responsibility for real estate development and also includes community development lending and/or commercial real estate lending. The candidate should have familiarity with affordable housing development, including rental, homeownership and non-residential development. Finally, the candidate should be passionate about working within a neighborhood-scale context to advance small, medium and catalytic real estate projects by utilizing various financing tools.

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

Compensation: LISC offers a competitive salary and excellent benefits.

To Apply: Submit a resume, cover letter, references and salary requirements by June 30, 2010 via email to Miguel Garcia at megarcia@lisc.org or by regular mail to:

**Miguel Garcia, Executive Director
LISC – Los Angeles
500 South Grand Avenue, 23rd floor
Los Angeles, CA 90071**

Use the cover letter to describe what in your professional background demonstrates the competencies we are seeking and what interests you most about working for Los Angeles LISC

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