



Position Announcement
Program Officer, Educational Facilities Financing Center (EFFC)
Local Initiatives Support Corporation (LISC)

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. Visit: <http://www.lisc.org> for more information.

LISC's Educational Facilities Financing Center 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 funds that help finance new or renovated facilities for charter schools. LISC has raised \$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. EFFC seeks applicants for a Program Officer, who will be responsible for managing financial investment structuring and creative problem solving. The position is part of a team looking for new and innovative ways to help charter schools succeed in a challenging financial environment. The Program Officer will use his/her strong financial skills to support charter schools' continued growth. The position reports to the Vice President of Education Programs. The job is based in New York City; some travel is required.

Principal Areas of Responsibility:

- ◆ Underwrite individual transactions financed through LISC-administered local funds and assist in presenting investments to LISC's credit committee.
- ◆ Offer primary support and technical assistance to the 30 LISC local program offices in underwriting of facilities financing for individual schools in their program areas.
- ◆ Research and write EFFC publications, as part of the Center's ongoing dissemination of best practices in charter school facilities financing.
- ◆ Provide support to the Center's Director in assessing and reporting on EFFC's performance to internal and external audiences.
- ◆ Manage a portfolio of charter school loans by monitoring student achievement and financial performance.
- ◆ Develop EFFC marketing materials for distribution internally and externally

Qualifications and Skills:

- ◆ At least three years of professional experience in finance or a related field.
- ◆ Understanding of community development and/or real estate finance, charter school facilities and New Markets Tax Credits a plus.
- ◆ Experience in underwriting and/or project financing and financial modeling skills a must, especially in the area of educational or other community facilities.
- ◆ Detail- and team-oriented, with excellent analytical and writing skills.
- ◆ Very strong financial modeling and Microsoft Excel skills are a MUST.
- ◆ MBA degree a plus.

LISC offers a competitive salary and excellent benefits.

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

Educational Facilities Financing Center
Local Initiatives Support Corp.
501 Seventh Avenue, 7th Floor
New York, NY 10018
Fax: (212) 687.2698
Email: effc@lisc.org

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