



## LOCAL INITIATIVES SUPPORT CORPORATION

### Position Announcement Underwriting and Loan Monitoring Assistant Lending and Loan Monitoring Department

#### Background

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 Lending Department is seeking an Underwriting and Loan Monitoring Associate to support the credit review and loan monitoring responsibilities of LISC management. The position reports to the Senior Vice President for Lending and works closely with the Director of Underwriting. The position is located in LISC's New York City headquarters, and is available on September 13, 2010. Specifically the Loan Monitoring Associate will be responsible for lending program support and loan portfolio sector analysis and provides support to Loan Watch, Loan Portfolio Monitoring, Large Loan Review and Credit Committees as described below.

#### ***Loan Watch Committee***

- ❖ Send monthly loan report requests to program officers and follow-up to ensure reports are accurate and submitted timely;
- ❖ Distribute monthly meeting memos to Committee; review reports and conduct follow-up to update incomplete or stale information. Record and distribute meeting minutes;
- ❖ Assist Committee members in obtaining follow-up information for loan amendments, restructurings, and workouts;
- ❖ Support efforts to recover defaulted loans, bring delinquent loans current, and process loan amendments; and prepare annual loan write-down summaries, track and analyze reasons for write-downs.

#### ***Loan Portfolio Monitoring Committee***

- ❖ Send loan report requests to program officers and follow-up to ensure reports are accurate and submitted timely;
- ❖ Organize reports and summary spreadsheets to allow for efficient and expeditious review of loans. Attend semi-annual meetings, record items needing follow-up, and summarize risk-rating adjustments for management.

#### ***Large Loan Review Committee***

- ❖ Send quarterly loan report requests to program officers; distribute large loan review memo requests prior to meetings, and follow-up to ensure reports are accurate and submitted timely;
- ❖ Prepare meeting agendas, coordinate meeting logistics; record and distribute meeting minutes and assist in ensuring completion of follow-up action items

**Credit Committee**

- ❖ Prepare first draft of meeting agendas; attend meetings and coordinate meeting logistics;
- ❖ Track changes and download requests for program actions and distribute to committee members for review prior to each meeting;
- ❖ Record required revisions for program actions; prepare detailed summaries of these points and distribute to program staff;
- ❖ Review revised RPAs, and meet with Director of Underwriting and Senior VP for Lending to discuss final approvals;
- ❖ Prepare summaries for all approved loans.

**Loan Portfolio Sector Analysis & Lending Program Support**

- ❖ Use LISC’s loan system to organize, distill, and analyze loan data. Identify specific trends in loan portfolio.
- ❖ Conduct research into special public and private programs around funding roles and pools that support LISC’s work in providing loan capital to the field; and
- ❖ Conduct research to support management reporting to National Board and discussions with providers of outside capital sources.

Qualifications

- ✓ Bachelor’s degree, excellent written and oral communication required. Master’s degree a plus
- ✓ Experience at a lending institution or financial intermediary highly preferred
- ✓ Interest in the nonprofit and community development field
- ✓ Good interpersonal skills and the ability to work effectively with field offices, senior managers, and other staff is essential. The ability to manage multiple assignments simultaneously is key, as are good organizational skills and the ability to work independently.
- ✓ Facility with Microsoft Office suite is highly desired.

**LISC offers a competitive salary and excellent benefits.**

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

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