



Job Description
Asset Manager, Educational Facilities Financing Center

The Local Initiatives Support Corporation (LISC) seeks qualified candidates for the position of Asset Manager, Educational Facilities Financing Center (EFFC). The Asset Manager will be responsible for monitoring, tracking and reporting on LISC's charter school portfolio, and contributing to other facets of the EFFC's work as needed. The Asset Manager will report to the Director of the EFFC.

Principal Areas of Responsibility:

- ◆ Monitoring LISC's \$110 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 and LISC 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.
- ◆ Updating the EFFC's intranet/internet sites.
- ◆ 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.
- ◆ Perform administrative duties as needed.

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. LISC has raised over \$128 million for this effort, with primary support from the Bill & Melinda Gates Foundation, Goldman Sachs, JPMorgan Chase, Prudential Financial, the U.S. Department of Education and the Walton Family Foundation.

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:

Charmian Stewart
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