



**Local Initiatives Support Corporation
Job Description**

Position Title: Construction and Closing Analyst
Lending Department National
Reports To: Construction Manager
Job Classification: Non Exempt – Full Time
Location: New York, NY

THE ORGANIZATION:

What We Do

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue

Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.

Develop leadership and the capacity of partners to advance our work together

Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.

Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 38 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 31 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at www.lisc.org

Position Description

LISC's Lending Department is seeking a Construction and Closing Analyst. The position will report to LISC's Construction Manager and work in close coordination with lending staff in the field and other members of LISC's Lending and Legal departments. Collaborating with the Construction Manager, national and local LISC staff, this position will be responsible for ensuring the integrity of LISC's construction closing process, including the accounting and legal aspects of construction projects.

- Assists on the overall administration of a portfolio of mixed-asset construction loans beginning at the pre-closing phase through project completion.
- Provide high-quality internal and external customer service and support with the ability to handle large complex and high profile projects.
- Maintain a general overall knowledge of the construction lending industry and a detailed understanding of appropriate regulations and guidelines.

Pre-Closing Construction

- Act as closing agent for LISC loans, collecting and reviewing documentation for accuracy and completion of file as well as identifying any issues to the assigned LISC attorney
- Coordinate with the appropriate parties including legal counsel, borrower, Title Company, third parties, insurance companies and internal contacts and resources to compile loan documentation and satisfy approved underwriting requirements, special closing and special disbursement conditions.

Post-Closing Construction:

- Serve as a resource to national and local staff with LISC's construction loan standards, policies and procedures.
- Assist in the preparation of construction advances and coordinate disbursement of funds in accordance with appropriate policies and procedures.
- Analyzes requests for funding against established budgets, sources and uses, and identifies any exceptions. Prepare spreadsheets to review balances between project costs and funding sources, ensuring LISC's and other funders' risk is mitigated
- Reviews advance requests documentation in detail against approved controls, including AIA's, inspection reports, lien waivers and soft cost invoices.
- Ensure advance processing and loan activity are in compliance with construction loan documents, and loan special conditions.
- Ensures the accuracy and maintenance of customer records and files. Maintains internal record keeping of loan disbursements and project progress through input to company's construction monitoring system.
- Perform other administrative duties, as required.

Qualifications

Applicants should have the following qualifications:

- Bachelor's degree from an accredited college or university required.
- Two (2) to three (3) years related experience required, preferably in construction administration or real estate lending or credit management.
- Excellent customer services skills for both internal and external customers.
- Ability to review and identify issues as well as make educated recommendations for resolution within scope of authority.
- Attention to detail with the ability to prioritize in a high-volume environment.
- Proficiency in Microsoft Office suite, particularly Microsoft Excel.
- Good organizational abilities, including ability to work independently and manage multiple assignments simultaneously.

Job Specifications

LISC provides a competitive salary and excellent fringe benefits for this position. The position will be based in LISC's New York City headquarters and is available immediately. To apply, please email a detailed cover letter and resume to:

Pilar Rivera, Construction Manager
Local Initiatives Support Corporation
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mprivera@lisc.org

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