



**Local Initiatives Support Corporation
Greater Cincinnati**

POSITION TITLE: Program Officer
REPORTS TO: Deputy Director, Greater Cincinnati
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: Greater Cincinnati

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

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.

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

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

Over the last 40 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. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 32 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org.

To learn more about LISC Greater Cincinnati go to <http://www.lisc.org/greater-cincinnati/>

Position Description

LISC is seeking qualified candidates to fill the position of Program Officer. This position will support LISC's housing lending and program initiatives and will report to LISC Greater Cincinnati's Deputy Director. The Program Officer will work in concert with LISC National Lending and Legal department staff. The position will handle the full range of lending activities, including structuring, underwriting, and closing of loans. Primary responsibilities will include the following:

- Analyze, understand and explain complex community development ecosystems.
- Build and maintain relationships with and among partners in the community development and affordable housing sector.
- Assist in the development and implementation of a county-wide housing strategy and associated priorities.
- Originate local lending pipeline focused on affordable housing development and preservation.
- Serve as underwriter for affordable housing lending activity, including working with borrowers to structure the transaction, conducting due diligence and financial analyses, and drafting credit memoranda.
- Provide technical assistance support to partners to position their organizations to successfully implement housing development activity.
- Perform other related duties as needed.

Qualifications

Applicants should have the following qualifications:

- Bachelor's degree from an accredited college or university required; post-graduate degree is a plus. Economics, finance, real estate, urban planning backgrounds preferred.
- 3-5 years of experience in real estate lending, finance, community development or related field.
- Experience in underwriting, including ability to analyze financial statements, project development budgets, and project operating pro formas.
- Knowledge of financing products such as predevelopment, acquisition, construction, bridge and permanent loans; lines of credit; and tax credit equity.
- Excellent interpersonal skills and ability to work effectively across the LISC network of local and national programs and affiliates.
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solutions oriented professional.
- Strong written and oral communication skills and excellent attention to detail.

Job Specifications

LISC offers a competitive salary and excellent fringe benefits.

To apply, please send a cover letter and resume via email to:

Kristen Baker
Deputy Director
LISC Greater Cincinnati
genk@lisc.org

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