



**LOCAL INITIATIVES SUPPORT CORPORATION
JOB ANNOUNCEMENT**

POSITION TITLE: Program Officer - LISC Housing
REPORTS TO: Director of Housing
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: New York City or Washington, DC

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

SUMMARY

The Local Initiatives Support Corporation (LISC), is seeking a Program Officer to join the national housing team in LISC's national office. This is a full-time position based with preference in New York City and Washington, DC. Must be able to travel at least 5-7 days per month.

BACKGROUND

LISC Housing works with local LISC offices and the National Equity Fund (NEF) to build the development capacity of LISC partner organizations that are considering new housing development (including homeownership), housing preservation transactions and commercial revitalization. LISC Housing helps to identify financing structures that will leverage public resources with private investment and provide project financing such as predevelopment loans, bridge lending, lines of credit, working capital, and tax credit equity. LISC Housing also provides extensive training opportunities.

RESPONSIBILITIES

Principal areas of responsibility will include:

- Conduct project-specific analysis, deal structuring, and underwriting for affordable multifamily rental housing transactions.
- Work closely with the housing team to support local LISC programs to develop and execute housing strategies, targeted preservation, transit oriented, and energy efficiency developments within their markets including working with local government and private sector actors.
- Support LISC local program staff to develop and maintain relationships with client community development corporations and local government, among others.
- Assist in the development of curricula, training materials and teaching tools regarding best practice strategies and techniques for development.
- Perform all other duties as assigned.

Qualifications

The successful candidate must have:

- A Bachelors degree from an accredited university or college required; graduate level education a plus.
- At least 3 years of related experience required.
- Strong underwriting experience and demonstrated commitment to LISC's community development mission and the preservation of affordable housing options for low-income households, especially in distressed or gentrifying neighborhoods.
- Preference will be given to candidates with demonstrated experience in or technical knowledge of current practice, issues and housing policy in (1) affordable housing preservation, including HUD and RHS multifamily rental and mortgage assistance programs, (2) mixed finance development, and/or (3) low income housing tax credits. Candidates without such experience should demonstrate ability to work creatively within a regulation-driven environment.
- Capacity to simultaneously work on multiple tasks and set priorities for a challenging workload with great organization, initiative, attention to detail and timely follow-through as well as high standards for accuracy and efficiency.

- Excellent interpersonal skills and a proven ability to work in a culturally diverse environment.
- Excellent writing and verbal communications skills.
- Demonstrated proficiency in excel financial modeling.

Competitive salary, excellent benefits. Please send cover letter and resume (preferably by email) to:

Celia D. Smoot
Director, LISC Housing
Local Initiative Support Corporation
501 7th Ave
New York, NY 10018
csmoot@lisc.org

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