



**LOCAL INITIATIVES SUPPORT CORPORATION**

**POSITION TITLE:** Program Officer  
**REPORTS TO:** Executive Director  
**JOB CLASSIFICATION:** Exempt / Full Time  
**LOCATION:** Oakland, CA (Bay Area)

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**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](http://www.lisc.org)

## **POSITION DESCRIPTION**

Bay Area LISC seeks a full-time Program Officer that will support functions related to our housing and economic conditions in distressed neighborhoods. The Bay Area program works with CDCs and community-based entrepreneurs throughout the city to develop affordable multi-family rental housing, homeownership opportunities, commercial enterprises and community facilities. We commit to working with community groups over a long period of time, providing them with consultation and training in addition to financial support to help these organizations – and the residents they serve – prosper as they improve their communities. The Bay Area LISC program and its affiliates have invested over \$710 million, leveraging an additional \$3.3 billion to produce 13,336 affordable homes and 1.4 million square feet of community space. We have assisted 143 community-based organizations, and our neighborhood economic development programs have created over 1,300 new jobs and attracted or expanded 1,167 small Bay Area businesses.

## **RESPONSIBILITIES**

- Build a pipeline of projects in such asset classes as affordable housing, community facilities, educational facilities, commercial developments and economic infrastructure with the primary goal of generating loan activity.
- Underwrite all types of real estate transactions including pre-development loans, construction loans, commercial and community facility transactions, small business enterprise loans, tax-exempt bond and low-income housing tax credit transactions by providing due diligence and financial analyses, drafting credit memoranda, and presenting loan recommendations to LISC's national Credit Committee and manage the closing process with in-house and external counsel.
- Prepare reports and findings for investors, funders and other stakeholders as needed.
- Provide technical support and resources to client community development corporations and private entrepreneurs seeking lending products to develop affordable housing and other types of real estate including the preparation of applications and documentation necessary for debt and equity financing, government subsidies, and rental contract maintenance.
- Provide additional planning, coordination, and implementation support, in collaboration with LISC's Los Angeles and San Diego program, to support the growth and expansion of California's premier Housing Development Training Institute program.
- Compile and share best practices in business development and sourcing from within the LISC community and from sources outside of LISC. Represent LISC as an expert on community development lending and share best practices at conferences, trainings, and events.
- Work with stakeholders and other partners to develop a strategic approach to support the growth of lending and real estate based transactions in the Bay Area market, design new lending programs and create related marketing, informational and application materials.
- Perform all other duties as assigned.

## **QUALIFICATIONS**

- Bachelor's degree from an accredited college or university in business, finance, real estate or related fields.
- At least 5 years of relevant experience in lending, finance, community development or related field, with demonstrated experience in housing real estate development, including project financing, market analysis, deal structuring, and financial analysis.
- Familiarity with the real estate markets in the Bay Area region together with familiarity with city, state and federal financing programs available to support projects.

- Demonstrated ability to manage multiple, complex transactions at various stages and coordinate with multiple internal and external parties to meet approval and closing deadlines.
- Deep knowledge of financing products such as predevelopment, acquisition, construction, bridge and permanent loans; lines of credit; and tax credit equity.
- Demonstrated interest in LISC's community development mission.
- Ability to evaluate financial statements.
- Capacity to work on multiple tasks and projects, prioritize a challenging workload, be positive and solution-oriented.
- Ability to work collaboratively with others and demonstrate flexibility and poise in dealing with a diverse range of individuals and organizations.
- Commitment to working in a small team with a desire to learn from colleagues, supporting and encouraging each other in the pursuit of excellence.
- Excellent writing and verbal communication skills are essential. Proficiency in Microsoft Office suite, particularly Microsoft Excel.

**COMPENSATION:**

Compensation will be commensurate with experience and abilities, consistent with the scope of the job. Excellent fringe benefits are also provided.

**Please send cover letter and resume via e-mail to:**

Cynthia Wong  
[cwong@lisc.org](mailto:cwong@lisc.org)

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