



## LOCAL INITIATIVES SUPPORT CORPORATION

**POSITION TITLE:** Program Officer, Small Business Lending  
**REPORTS TO:** Executive Director  
**JOB CLASSIFICATION:** Exempt / Full Time  
**LOCATION:** Chicago, IL

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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)

The Chicago office of the Local Initiatives Support Corporation (LISC) seeks a Program Officer for Small Business Lending to focus on a place-based approach to economic development that will change the way economic development investment has occurred in the city by creating a tightly coordinated approach to planning and investment which engages community leaders, the City and public/ private capital sources to develop a model for impacting neighborhood economies in Chicago. This position reports to the Executive Director of LISC Chicago and to the Director, Financial Services and Underwriting.

LISC Chicago has an established reputation in the city for developing and delivering a community development methodology that meaningfully engages residents and stakeholders in setting a vision for their neighborhood and implementing that vision through aligned programs, lending and investments. Through the Southwest Corridor Collaborative, our objective is to establish the same reputation for LISC in the area of neighborhood economic development.

### **Responsibilities**

The Program Officer for Small Business Lending will be responsible for the marketing and implementation of a small business lending and capacity building program. He/she will originate small business loans and provide technical assistance to strengthen and grow existing small businesses with a focus on serving diverse businesses and job creation in underserved communities. He/she will also manage relationships with lending partners, referral sources, and funders.

- Develop small business prospect identification strategies.
- Evaluate loan opportunities to determine financial viability and compliance with program goals.
- Stay in close communication with partner organization and lending partners.
- Work closely with all LISC Chicago staff to integrate the program with broader LISC efforts to support small business.
- Manage marketing efforts, attend conferences and trainings, and produce educational and promotional marketing materials.
- Independently manage the small business loan origination process for the Chicago market.
- Develop and/or maintain referral relationships with local lenders in order to fulfill lending goals of the program.
- Prepare and oversee the preparation of investment proposals.
- Performs additional duties, as assigned.

### **Qualifications**

- Undergraduate or graduate degree from an accredited college or university in business, economics, finance, or equivalent experience.
- Minimum of five years small business lending experience with focus on loan origination.
- Ability to demonstrate proven track record of successful loan originations and ability to achieve sales goals.

- Small business credit risk assessment skills, including underwriting and customer acquisition.
- Knowledge and experience working in the Chicago small business lending and support area; familiarity with Chicago neighborhoods is a plus.
- Ability to work both independently and in a team setting.
- Strong analytical ability and proficiency in Excel.
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.

### **Compensation**

LISC offers a competitive salary and excellent benefits.

Please send cover letter and resume via email; with "Program Officer, Small Business Lending" in the subject line to:

Barbara Beck  
Director, Financial Services & Underwriting  
LISC Chicago  
10 S. Riverside, Suite 1700  
Chicago, IL 60606  
bbeck@lisc.org

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