



**Program Officer**  
**Local Initiatives Support Corporation**  
**Bay Area LISC**

**BACKGROUND**

Local Initiatives Support Corporation (LISC), is the nation's largest community development non-profit, and has a 38-year history of investing in community-based organizations focused on rebuilding urban neighborhoods and rural communities. LISC works throughout the nation to assist its various partners to implement our comprehensive, place-based community revitalization strategy. Through our investments and technical assistance, LISC works with our partners to make communities good places to work, do business and raise children. For more information about LISC visit [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.

## **QUALIFICATIONS**

- Bachelor's degree 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.

We invite people to apply who have experience working with diverse populations in multiple regions of the country and who possess general expertise in community development, and/or specific expertise in economic development, workforce development and program management.

## **COMPENSATION:**

LISC offers a competitive salary and excellent benefits.

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

Joe Horiye

[jhoriye@lisc.org](mailto:jhoriye@lisc.org)

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