



LOCAL INITIATIVES SUPPORT CORPORATION

Position Title: Loan Officer
Reports To: Executive Director - Buffalo LISC
Job Classification: Exempt / Full Time
Location: Buffalo, NY

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 Loan Officer to join the Buffalo LISC team. This is a full-time position based in Buffalo, N.Y. Some travel will be required locally and nationally.

BACKGROUND

A core function of LISC is its lending programs, providing varied loan products to a diverse array of project types. All loans are subject to oversight by LISC's Lending Department. In 2018 LISC approved \$300 million of new loan commitments, and the outstanding loan portfolio at year-end was \$380 million. LISC is looking to grow its lending volume in the years ahead.

The Loan Officer will be responsible for working with Buffalo LISC staff to lead its lending business development and loan originations. Primary responsibilities will include identifying project opportunities; providing technical assistance to local borrowers; initial vetting of projects and financing needs; and developing key relationships and partnerships with public and private leaders in local markets. The position may require travel for meetings, trainings and conferences.

More information about LISC can be found at www.lisc.org.

RESPONSIBILITIES

Principal areas of responsibility will include:

- Build a pipeline of projects for Buffalo LISC to invest in such asset classes as affordable housing, community facilities, educational facilities, commercial developments and economic infrastructure with the primary goal of generating loan activity for the LISC loan fund and other LISC-managed loan pools to meet agreed upon lending goals.
- Work with LISC partners on the full-cycle of activities related to business and real estate based lending and development, providing technical assistance and identifying appropriate LISC resources as needed. This includes assessing project feasibility and the financing request, developing financing strategies and helping partners access other forms of capital including philanthropic contributions and/or public subsidies.
- Manage relationships with other strategic partners, including for-profit and nonprofit financial institutions and local, state, and national governmental subsidy programs, that could support potential permanent financing structures for LISC borrowers.

- Work with the Executive Director and other partners to develop a strategic approach to support the growth of lending and real estate based transactions, design new lending programs and create related marketing, informational and application materials.
- Ensure integration and alignment of Buffalo LISC's real estate development activities and financing pipeline with the strategic direction and goals of LISC National and the Buffalo office by collaborating with LISC team members and strategic neighborhood partners.
- Provide capacity building support to partners to position their organization to successfully implement more complex real estate developments. Identify LISC resources that could be used to strengthen the organization.
- Serve as primary originator, including working with borrowers to structure the transaction, conducting due diligence and financial analyses, drafting credit memoranda, and presenting loan recommendations to LISC's national Credit Committee and the LISC Board of Directors, as applicable.
- Coordinate between National Lending and local program staff through regular pipeline meetings and other channels.
- Compile and share best practices in business development and sourcing from within the LISC community and from sources outside of LISC.
- Lead new initiatives as called upon to do so.

Qualifications

The successful candidate must have:

- Minimum of at least five (5) years of relevant experience in lending, finance, community development or related field.
- Bachelor's Degree in finance, business, real estate, public administration or accounting desired. Graduate Degree preferred.
- Familiarity with the real estate markets in the Buffalo, NY region together with familiarity with city, state and federal housing financing programs available to support projects.
- Knowledge of financing products such as predevelopment, acquisition, construction, bridge and permanent loans; lines of credit; and tax credit equity.
- Ability to evaluate financial statements.
- Ability to identify financing opportunities and to creatively solve problems.
- 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.
- Excellent writing and verbal communication skills are essential.
- Proficiency in Microsoft Office suite, particularly Microsoft Excel.

Job Specifications

The position will be based in Buffalo, NY with some travel to potential or current borrowers. Position is available immediately. No calls please

Competitive salary, excellent benefits. Please send cover letter and resume via email to:

Richard Manson
Local Initiative Support Corporation
Rmanson@lisc.org

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