



Local Initiatives Support Corporation Lending Program Officer Job Description

Background: LISC is a national nonprofit intermediary that provides financial and technical assistance to community-based organizations, public agencies and private nonprofit and for-profit entities focused on the redevelopment of urban neighborhoods and rural communities. The organization works through 31 local offices in urban sites including Greater Kansas City LISC and a national rural program which operates in 44 states. In partnership with residents and multi-sector stakeholders, Greater Kansas City LISC attracts and coordinates local and national resources to strengthen neighborhoods in Kansas City, Missouri and Kansas City, Kansas. Greater Kansas City LISC is comprised of a small, passionate staff and a local advisory board dedicated to carrying out this mission. More information can be found at www.lisc.org/kansas_city/.

As a Community Development Financial Institution (CDFI), a core function of LISC is its operation as a loan fund. LISC provides various loan products to a wide array of project types. All loans are subject to oversight by LISC's Lending Department. In 2016, LISC nationally approved \$248 million in new loan commitments, and the outstanding loan portfolio at year-end was \$280 million. The Kansas City office invested \$5.5 million in 2016 to support affordable housing projects and a summer reading program. LISC is looking to grow its lending volume in the years ahead.

The **Lending Program Officer** will be responsible for working with Greater Kansas City LISC to assist with lending business development and loan originations. Primary responsibilities will include identifying project opportunities; providing technical assistance to local borrowers; vetting of projects and financing needs; and developing key relationships and partnerships with public and private leaders in local markets. In particular, he/she is expected to have expertise in housing and/or commercial finance, preferably in low-income communities with an emphasis on neighborhood-scale economic development.

Key Responsibilities:

- Work with staff to build a pipeline of projects in such asset classes as affordable housing, community facilities, and commercial developments with the primary goal of generating loan activity.
- 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.



- Serve as a primary underwriter, 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.
- Collaborate with internal and external parties (banks, co-lenders, attorneys, etc.) to structure financings including managing intercreditor negotiations; reviewing real estate contracts, leases and due diligence; and identifying and negotiating key risk mitigants including reserves, guarantees and other forms of credit enhancement.
- Present loan recommendations to LISC’s Credit Committee, as necessary, and manage the closing process with in-house and external counsel.
- Lead new initiatives as called upon to do so.

Key Qualifications and Competencies:

- 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 Greater Kansas City 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.
- Strong verbal and written communication skills. Proficiency in Microsoft Office suite, particularly Microsoft Excel. Highly detail-oriented.
- Demonstrated interest in LISC’s community development mission.

The position is based in Kansas City, Missouri. LISC offers a competitive salary and excellent benefits. For consideration, please forward a cover letter and resume to:

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