



**LOCAL INITIATIVES SUPPORT CORPORATION**  
**Position Description**

**Position Title :** Loan Officer, National Charter School Financing  
**Position Location:** Work remotely or New York, NY  
**Job Classification:** Exempt / Full Time  
**Reports to:** Director, National Charter School Financing

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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**

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.  
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  
Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 39 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. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 32 markets with offices extending from Buffalo to San Francisco. Visit us at [www.lisc.org](http://www.lisc.org).

LISC Charter School Financing supports the development of high-quality public charter schools in underserved communities through the provision of technical assistance and facilities financing. LISC has raised over \$130 million for this effort, with primary support from the Bill & Melinda Gates Foundation, Goldman Sachs, JPMorgan Chase, Prudential Financial, the U.S. Department of Education and the Walton Family Foundation.

**Background**

The Local Initiatives Support Corporation (LISC) is seeking candidates for the position of Loan Officer in the organization’s Charter School Financing (CSF) group. The Loan Officer will be responsible for evaluating the credit risk and managing the due diligence, underwriting and closing process for LISC’s

charter school facility financings nationally. As part of a team looking for new and innovative ways to help high-quality charter schools succeed in a challenging financial environment, the Loan Officer will use his/her strong underwriting background and analytical skills to evaluate projects and structure transactions to support charter schools' continued growth. The Loan Officer will report to the Director of LISC Charter School Financing. This position can work remotely or at LISC's New York City headquarters.

### **Key Responsibilities**

- Structure and underwrite financing requests including analyzing academic performance, historical and projected financial performance, management capacity, organizational structure, construction related due diligence, and project feasibility.
- Present loan recommendations to LISC's credit committee and Board of Directors, and manage the closing process with in-house and external counsel.
- Collaborate with internal and external parties (banks, co-lenders, attorneys, etc.) to close financings including managing complex intercreditor negotiations; reviewing real estate contracts, leases and due diligence; and identifying and negotiating key risk mitigants including reserves, guaranties and other forms of credit enhancement.

### **Qualifications**

- Five years of lending experience, including at least three years of community development/community facilities lending in a bank or CDFI.
- Demonstrated ability to manage multiple, complex transactions at various stages and coordinate with multiple internal and external parties to meet approval and closing deadlines.
- Bachelor's degree required; master's degree a plus.
- Ability to produce high-quality work products under tight deadlines.
- Detail-oriented, with strong financial analysis and data analysis skills.
- Highly proficient in Microsoft Excel. Excellent written and verbal communication skills.
- Self-starter with the ability to work independently as well as the ability to collaborate.
- Experience with construction lending, New Markets Tax Credits, and/or working in a charter school, charter management organization, or charter school developer a plus.

### **Compensation**

LISC offers a competitive salary and excellent fringe benefits.

To apply, please send cover letter and resume via email to:

Ms. Charmian Stewart

LISC

501 Seventh Avenue, 7<sup>th</sup> Floor

New York, NY 10018

Fax: (212) 687.2698

Email: [csf@lisc.org](mailto:csf@lisc.org)

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