



## LOCAL INITIATIVES SUPPORT CORPORATION

**POSITION TITLE:** Housing Analyst (Assistant Program Officer)  
**REPORTS TO:** Director of Housing  
**JOB CLASSIFICATION:** Non-Exempt / Full Time  
**LOCATION:** New York City, Washington, DC or Richmond, VA

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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)

**Summary**

The Local Initiatives Support Corporation (LISC), is seeking a Housing to join the national housing team in LISC's national office. This is a full-time position based with preference in New York City, Washington, DC, or Richmond, VA. Must be able to travel at least 5-7 days per month.

**RESPONSIBILITIES**

Principal areas of responsibility will include:

- Assist in structuring and underwrite financing requests, including analyzing operating performance, historical and projected financial performance, management capacity, organizational structure, and project feasibility for affordable housing projects.
- Assist in the research, development and synthesis of complex debt and equity fund models, including the analysis of data sets, projections, metrics and local dynamics to create market specific solutions.
- Assist in the development and execution of housing strategies, targeted preservation, transit oriented, and energy efficiency developments within LISC markets including working with local government and private sector actors.
- Support LISC local program staff to develop and maintain relationships with client community development corporations and local government, among others.
- Assist in the development of curricula, training materials and teaching tools regarding best practice strategies and techniques for development.
- Perform all other duties as assigned.

**Qualifications**

The successful candidate must have:

- A bachelor's degree is required; graduate level education is a plus. Economics, mathematics, data science, and urban planning backgrounds preferred.
- Strong analytical experience and demonstrated commitment to LISC's community development mission and the preservation of affordable housing options for low-income households, especially in distressed or gentrifying neighborhoods.
- Demonstrated proficiency in excel financial modeling.

- Preference will be given to candidates with demonstrated experience in or technical knowledge of current practice, issues and housing policy in (1) affordable housing preservation, including HUD and RHS multifamily rental and mortgage assistance programs, (2) mixed finance development, and/or (3) low income housing tax credits. Candidates without such experience should demonstrate ability to work creatively within a regulation-driven environment.
- Capacity to simultaneously work on multiple tasks and set priorities for a challenging workload with great organization, initiative, attention to detail and timely follow-through as well as high standards for accuracy and efficiency.
- Commitment to the community development sector and the critical role of nonprofit organizations in driving social change and preserving the unique cultural heritage of neighborhoods. Keeps abreast of industry trends, best practices, creative financing techniques and other community development indicators. Converts industry standards to local conditions.
- Excellent interpersonal skills and a proven ability to work in a culturally diverse environment.
- Excellent writing and verbal communications skills.

Competitive salary, excellent benefits. Please send cover letter and resume (preferably by email) to:

Elizabeth Flannigan  
Local Initiative Support Corporation  
413 Stuart Cir # 300, Richmond, VA 23220  
EFlanagan2@lisc.org

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