



Position Title: Analyst, National Charter School Financing
Reports to: Senior Director, National Charter School Financing
Job Classification: Exempt / Full Time
Location: New York, 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 invests in every state in the country with offices in 31 urban markets 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

About the Position:

The Local Initiatives Support Corporation (LISC) seeks qualified candidates for the position of Analyst within LISC's national Charter School Financing (CSF) group. CSF provides financing to high-performing, mission-aligned charter schools to acquire, build and renovate facilities. The

Analyst will be responsible for supporting the CSF team in all facets of its work, including financial analysis, academic analysis, portfolio monitoring and reporting, and special research projects. The Analyst will report to the Senior Director of CSF.

Principal Areas of Responsibility:

- ◆ Providing research and analysis to support the underwriting of charter school transactions, including:
 - ◆ Analyzing historical and projected financial performance, academic quality, and management capacity; and
 - ◆ Tracking and screening financing request applications.
- ◆ Supporting asset management of LISC's charter school portfolio:
 - ◆ Supporting the monitoring and tracking of CSF's investments including monitoring academic performance and charter renewals; and
 - ◆ Serving as CSF point person for LISC's loan administration systems.
- ◆ Fulfilling CSF's reporting requirements to internal and external parties, including quarterly and annual reports to CSF funders.
- ◆ Keeping up-to-date with the charter school sector and providing research and analysis on target markets and other special projects.
- ◆ Performs additional duties, as assigned

Qualifications and Skills:

- ◆ Bachelor's degree required; master's degree a plus.
- ◆ At least three years of professional experience.
- ◆ Ability to produce **high-quality work** products under tight deadlines.
- ◆ Detail- and team-oriented, with strong **financial analysis and data analysis skills**.
- ◆ Highly proficient in Microsoft Excel; experience with data analytics software a plus.
- ◆ Strong **time management, multi-tasking and organizational** abilities.
- ◆ **Self-starter** with the ability to work independently as well as the ability to collaborate.

Charter School Financing at LISC:

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.

LISC offers a competitive salary and excellent benefits.

For consideration, please forward a cover letter and resume to:

Ms. Charmian Stewart
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New York, NY 10018
Fax: (212) 687.2698
Email: csf@lisc.org

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