



LOCAL INITIATIVES SUPPORT CORPORATION

JOB ANNOUNCEMENT Deputy Director LISC Housing

SUMMARY

The Local Initiatives Support Corporation (LISC), is seeking a Deputy Director to join the national housing team in LISC's national office. This is a full-time position based in New York City.

BACKGROUND

LISC is America's largest private, non-profit community development intermediary, dedicated to transforming distressed neighborhoods into healthy communities. LISC works through a national network of 31 local field offices and a national rural program based in Washington, DC. LISC's headquarters is in New York City.

Housing is the cornerstone of LISC's mission. LISC Housing works with local LISC offices to develop and execute strategic housing plans, as well as works with partner organizations that are considering new housing development (including homeownership), housing preservation transactions and commercial revitalization. LISC Housing helps to identify financing structures that will leverage public resources with private investment and provide project financing such as predevelopment loans, bridge lending, lines of credit, working capital, and tax credit equity – working alongside LISC-affiliate National Equity Fund. LISC Housing is also a leader in housing policy and provides extensive training opportunities to partners across the country. LISC Housing is growing and seeks a Deputy Director to manage the day-to-day operations and execution of housing strategies across the country.

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

RESPONSIBILITIES

Principal areas of responsibility will include:

- Serve as Deputy Director, responsible for the day-to-day operations of managing program production.
- Manage full-time staff of three, which is expected to increase over the coming year, as well as co-managing up to five field staff.
- Manage consultants and the execution of their contracts.
- Oversee the implementation of local LISC office's strategic housing plans.
- Provide support to staff on project-specific analysis, deal structuring assistance, and underwriting support for affordable multifamily rental housing transactions.
- Understand LISC's internal systems and ensure that staff meet internal and external deadlines, including but not limited to: collaborating with legal and National LISC staff, attend internal Credit Committee, manage Credit Watch reporting and other loan monitoring activities.
- Prepare outreach materials, funding proposals, case studies and other communications materials.

- Responsible for program year-end reporting and strategic planning.
- Oversee yearly budget process, as well as monitor budget regularly.
- Assist in the development of curricula, training materials and teaching tools regarding best practice strategies and techniques for development.
- Perform other responsibilities as needed by the Housing Director.
- May require some domestic travel.

QUALIFICATIONS AND EXPERIENCE

The successful candidate must have knowledge of and strong interest in community development and non-profit housing.

- At least 7 years of demonstrated experience with housing and community development and/or multifamily real estate development is preferred, including project financing; market analysis; deal structuring; and financial analysis.
- Seasoned professional with extensive experience supervising staff.
- 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.
- Bachelor's degree in business, economics, real estate finance, or related field, or equivalent experience. Master's degree preferred.
- 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.
- Excellent interpersonal skills and a proven ability to work in a culturally diverse environment.
- Excellent writing and verbal communications skills.
- Demonstrated proficiency in excel financial modeling.

COMPENSATION

LISC offers a competitive salary, based on experience, and an excellent benefits package.

Please send cover letter and resume by email to:

Celia D. Smoot
 Director, LISC Housing
fsresumes@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER