



LOCAL INITIATIVES SUPPORT CORPORATION

POSITION TITLE: Program Officer - Lending
REPORTS TO: Senior Program Officer – Economic Development/Lending
LOCATION: Flexible Location
JOB CLASSIFICATION: Exempt / Full Time

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

Rural LISC is a national program created by LISC in 1995, to serve rural America through partnerships with local Community Development Corporations (CDCs). Rural LISC provides capacity building, technical assistance and training to our Rural CDC Partners across America. Additionally, Rural LISC provides financing resources through a variety of loan products for real estate development, acquisition, construction and rehabilitation projects.

Rural LISC seeks a Program Officer for Lending to manage our rural lending opportunities with and through our network of rural CDCs and CDFIs, and Rural LISC's Field Program team members. Rural LISC maintains a diverse and high-performing portfolio of loans in affordable housing, community facilities, and small business development. Rural LISC has traditionally been in the top five in lending production within the LISC network.

Responsibilities:

- Work with the Senior Program Officer – Economic Development/Lending and other Rural LISC Field Program team members to maximize our investments connected to housing, community facilities, health care, acquisition and rehabilitation with and through Partner CDC's and their service areas.
- Collaborate with the Senior Program Officer – Economic Development/Lending, Rural LISC Field Program team members and our Partner CDCs to develop and implement strategies to accomplish lending goals.
- Underwrite and close real estate transactions for Rural LISC loans, including analyzing tax credit equity bridge investments. Act as the primary liaison to LISC National relative to Credit Committee presentations, loan closing, loan monitoring and portfolio management. In coordination with the Senior Program Officer – Economic Development/Lending, provide oversight and management of Rural LISC's loan and loan related grant portfolio and conduct risk analysis and monitoring.
- Work with Rural LISC Field Program team members on a full scale of activities related to real estate lending and development, providing technical assistance and LISC resources as needed. This includes assessing project feasibility, developing financing strategies and helping partners to access public subsidies, as well as conventional financing, in addition to LISC loan funds
- Manage relationships with other lending partners including for profit or nonprofit financial institutions and local, state, and national governmental programs that support and provide co-lending and participation opportunities for CDC Partner real estate development activity.
- Work with Rural LISC Vice President, Senior Program Officer – Economic Development/Lending, National LISC and other partners to design new loan products and lending programs and create related marketing, informational and application materials.
- Provide capacity-building support to CDC Partners to position their organizations to successfully implement more complex real estate developments. Identify LISC resources that can be used to strengthen the organization.
- Provide support and input for Rural Seminar activities, fundraising, budgeting, Rural Advisory Committee Program Review Committee, reporting, and undertake other special projects as assigned by Rural LISC Program Vice President.

Qualifications:

- Bachelor's degree and eight years of related work experience in community development or other areas that compliment Rural LISC's work.
- Hands on experience in real estate development or real estate lending in a community development field is required.
- Proven ability to take a project idea to completion and to creatively solve problems.
- Proven skills in financial analysis and evaluate financial statements.
- Familiarity with rural financing programs across a broad range of resources including, regional, state and federal housing financing programs; USDA programs; HUD programs applicable to rural areas; LIHTC; NMTC. Experience in developing and implementing projects in rural areas utilizing creative financing with local, state, federal, and various tax credits programs preferred.
- Written and verbal communication skills are essential. Exceptional skills in Word and Excel a must.
- The capacity to work on multiple tasks and projects, prioritize a challenging workload, be positive and solution-oriented is critical.
- Ability to work collaboratively with others. Flexibility and poise in dealing with a diverse range of individuals and organizations. Ability to work independently, without constant supervision is a must.
- The successful candidate must have a proven record of accomplishment, be highly motivated, highly skilled and detail-oriented. As part of a small team, the candidate will need to be flexible and adept at multi-tasking and adjusting to changing business requirements.
- Excellent writing and verbal communication skills are essential. Exceptional skills in Word and Excel a must.
- Comfort and adaptability working on a "virtual" team, collaborating and communicating with staff both in-person and remotely (e.g. via phone, e-mail, webinar, etc.)

Job Specifications:

- Geographic location for this position is negotiable.
- This position will involve travel up to 50% of the time.
- Excellent fringe benefits are provided.

Qualified applicants should send a detailed cover letter and resume via e-mail to: RuralLISC@lisc.org. Please include *Lending Program Officer* in the subject line of your email.

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