



## Position Opening Local Initiatives Support Corporation

**POSITION TITLE:** Program Officer – Lending and Investment  
**REPORTS TO:** Executive Director  
**JOB CLASSIFICATION:** Exempt / Full Time  
**LOCATION:** Boston

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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 32 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).

## Position Description

LISC's Boston office seeks a full-time Program Officer who will support lending and investment related to our housing and economic conditions in distressed neighborhoods. LISC Boston works with CDCs, nonprofits and community-based entrepreneurs throughout Greater Boston and Massachusetts to finance affordable multi-family rental housing, homeownership opportunities, commercial properties, small businesses and community facilities.

## Responsibilities

- **Loan Origination, Underwriting and Closing.** Underwrite lending transactions including pre-development loans, acquisition loans, construction loans, commercial and community facility transactions, small business enterprise loans, tax-exempt bond and low-income housing tax credit transactions. Perform credit analysis, including analyzing borrower operating performance, project financial performance, borrower management capacity, and project feasibility. Provide technical assistance to borrowers and prospective borrowers. Conduct due diligence and financial analysis, draft credit memoranda, present loans to credit committee and manage closing process with counsel.
- **Strategic Program Development.** Work with LISC staff to develop and implement programs that apply LISC's technical assistance and financing capabilities to solve critical challenges identified through LISC Boston's outreach, policy engagement, stakeholder relationships and strategic planning process. Develop or tailor debt and equity products to need and market, build systems for deploying and marketing products.
- **Business Development.** Build a pipeline of projects in such asset classes as affordable housing, community facilities, educational facilities, commercial developments and economic development to drive loan and investment activity and community impact. Collaborate with LISC affiliates on New Market Tax Credit, Low Income Housing Tax Credit investments and SBA lending. Build and maintain relationships with existing and new stakeholders and clients.
- **Policy Engagement.** Manage key relationships with public and private sector partners. Work closely with state and local government to develop projects across all of LISC Boston's lending and investment programs. Represent LISC as an expert on community development lending and share best practices at conferences, trainings, and events.
- **Reporting & Communications.** Prepare reports and presentations for investors, funders and other stakeholders as needed. Create content and strategic messaging regarding the impact of LISC's lending and investment activity and otherwise support LISC Boston's communications channels and strategies.

Responsibilities for this position will evolve with LISC's lending and investment strategy, and a desire to engage creatively and flexibly is valued. LISC Boston works collaboratively across programs to drive impact. Each team member seeks to be broadly knowledgeable about all of LISC's work and prepared to take on assignments outside of her or his primary area of responsibility as requested.

## **Qualifications**

- Bachelor's degree from an accredited college or university required. Master's degree in real estate, finance, urban planning, public administration or related field preferred.
- At least 5 years of experience in lending, finance, community development or related field, with demonstrated experience in real estate development or finance, particularly underwriting, deal structuring and financial analysis.
- Familiarity with the Massachusetts market, including but not limited to Greater Boston and the Gateway Cities, along with familiarity with city, state and federal government financing programs, including bond and tax credit financing, available to support projects.
- Knowledge of financing products such as predevelopment, acquisition, construction, bridge and permanent loans; lines of credit; tax credit programs, equity investment and/or business lending.
- Demonstrated ability to manage multiple, complex transactions and programs at various stages and coordinate with multiple internal and external parties to meet approval and closing deadlines.
- Demonstrated interest in LISC's community development mission.
- Ability to work collaboratively with others and consistently demonstrate professionalism and agility. Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Excellent writing, financial analysis and verbal communication skills required.
- Proficiency in Microsoft Office suite, particularly Microsoft Excel.

## **COMPENSATION:**

LISC offers a competitive salary and excellent fringe benefits.

**Please send cover letter and resume via e-mail to:**

**Karen Kelleher**  
**Executive Director**  
**LISC Boston**  
**75 Kneeland Street, Suite 1102**  
**Boston, MA 02111**  
[kkelleher@lisc.org](mailto:kkelleher@lisc.org)

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