Position Title: Asset Management Analyst
Reports To: Director of Asset Management
Job Classification: Non-Exempt/Full-Time
Location: New York, NY (LISC HQ)

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
• 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.
• 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
• Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately $22 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. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

Lending
A core function of LISC is its operation as a loan fund. LISC provides various loan products to a wide array of project types. All loans are subject to oversight by LISC’s Lending Department. In 2019, LISC closed $265 million in new loan commitments, and the outstanding loan portfolio at quarter-end March 2020 was $506 million.

Position Description
LISC is seeking a qualified candidate for an Asset Management Analyst. This position will be part of LISC’s Lending Department and will report to LISC’s Director of Asset Management. The Analyst will be responsible for supporting a team of Asset Managers that oversee over 400 loans, liaise with Loan Servicing/Administration, and coordinate with local program staff on various asset management tasks and requirements.

Primary responsibilities will include the following:
Asset Management Process
• Maintain annual Portfolio Monitoring and Loan Watch Committee schedule and trackers to ensure that all loans are reviewed in accordance with Lending policy.
• Compile monthly Portfolio Monitoring Committee (“PMC”) reports and quarterly Loan Watch Committee (“LWC”) reports into PDF documents and distribute to committee members.
• Maintain PMC and LWC notes, make updates to Loan Administration System to upgrade or downgrade loan risk ratings.
• Track insurance certificates for active loans and make updates to Loan Administration System.
• During busy cycles, support Asset Managers with writing sections of the PMC and LW reports, spreading financials and completing risk ratings.
• Run reports from LISC’s reporting system on late loans, maturing loans and other asset management functions in advance of meetings. Maintain notes from such meetings and follow-up with Asset Managers and local program staff for updates.
• Prepare reports and PowerPoint presentations on portfolio performance as needed.
• Support the Director of Asset Management during the audit cycle.

Loan Amendment and Workout Process
• Work with the Director of Asset Management to track loans in the amendment process
• Maintain workout loans and write-off projections spreadsheet

Loan Administration
• Coordinate with Loan Administration staff and Asset Managers to resolve loan servicing issues
• Track KPIs related to Loan Administration agreement

Communications & Training
• Support the development and preparation of LISC Lending trainings and webinars, ranging from financial analysis to key considerations in underwriting specific asset classes
• Provide technical assistance to LISC local program staff regarding asset management policies, procedures, and system guidance

Perform other related duties as needed.

Minimum Qualifications
• Bachelor’s degree from an accredited college or university is required.
• Minimum 1-3 years’ work related experience in asset management support.
• Experience in loan administration and understanding of loan monitoring and ratings.
• Proficient in Microsoft Word Office Suite, Adobe Acrobat
• Basic financial analysis skills, including ability to analyze financial statements, project development budgets, and project operating pro formas.
• Strong written and oral communication skills and excellent attention to detail.
• Excellent interpersonal skills and ability to work effectively across the LISC’s networks including local and national programs and affiliates.
• Good organizational and multi-tasking skills.

LISC provides a competitive salary and excellent fringe benefits. The position is available immediately. To apply, please email a cover letter and resume to: pgomez@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITED TO DIVERSITY, EQUITY, INCLUSION & JUSTICE