POSITION TITLE:  Associate, Business Underwriting & Portfolio Management  
REPORTS TO:  Director, Credit & Underwriting, Strategic Investments  
JOB CLASSIFICATION:  Exempt / Full Time  
LOCATION:  Washington, DC or remote (US) possible

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 $24 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 38 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

LISC STRATEGIC INVESTMENTS
The LISC Strategic Investments team leads the design, development, and deployment of impact investment funds in LISC’s local markets nationwide. Strategic Investments employs an “impact first” investment methodology that optimizes the impact on the communities we care about while achieving sustainable risk-adjusted returns for investors.

The unique power of LISCs local office presence combined with the strength of our national investment expertise is a powerful combination for creating real impact in the communities we serve. This network requires careful coordination between Strategic Investments, the LISC Local Offices, and other stakeholders within LISC. While many groups within the LISC organization support fund management activities, the Strategic Investments team is ultimately responsible for ensuring a successful track record for LISC’s off balance sheet fund investments. Visit us at www.liscstrategicinvestments.org

ABOUT THIS ROLE
The Fund Management team has been organized into functional expertise groups that lead and support the activities necessary to design, raise, deploy, and manage Impact Funds. Those functional groups are listed below:
1. Fund Design & Modeling – initial fund concept design and modeling, market testing
2. Fund Development – raising money from investors for the fund
3. **Fund Deployment** – creating the investment origination strategy and managing the underwriting and investment process
4. Fund Performance & Measurement – managing the performance of existing investments and conduit funds, oversight of financial statements & impact reporting

In LISC Fund Management (LFM), we are charged with coordinating the development, investment in, and deployment of impact investment funds in LISC’s local markets nationwide. While many groups within the LISC organization support fund management activities, LFM will be ultimately responsible for ensuring a successful track record for LISC’s off balance sheet lending, coordinating the efforts of relevant teams to ensure the overall organization understands who is playing what role and executes on the overall strategy. This role is focused on the execution of LISC’s investment opportunities. The Underwriter will support LFM’s origination and execution of new loans by working with the origination team and credit risk teams by analyzing business financial statements, conducting due diligence, structuring transactions, assessing credit risk, preparing deal recommendations, writing/presenting credit memorandums to the committee. The Underwriter will have deep knowledge of public and private resources available to leverage LISC’s investment and will provide support to strategically deploy LISC Fund Management’s full array of financing products through its portfolio of impact investment funds. Finally, this position requires a passion for doing hard but rewarding impactful work to improve under-invested communities across this country.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following are an indication of the position’s core responsibilities; these are intended to illustrate the scope of responsibilities and are not exclusive of other duties that may be required.*

**UNDERWRITING AND PROJECT EVALUATION**
- Screen, structure and underwrite business loan requests including owner-occupied real estate loans
- Analyze borrower operating performance, historical and projected financial performance, management capacity, organizational structure, and industry assessment for business loans
- Analyze credit quality and communicate key risk mitigants, including reserves, guarantees and other forms of credit enhancement. Sensitize cash flow projections and evaluate impact of new debt on current cash flow and repayment capacity
- Prepare comprehensive credit memorandums and present investment recommendations to LISC Fund Management’s investment committee
- Collaborate with internal (within LISC Fund Management, LISC counsel) and external parties (borrowers, banks, co-lenders, attorneys, etc.) to structure financings and manage steps of the closing process. Draft letters of intent, review contracts and loan documentation, lead due diligence discussions, and attend transaction closing calls
- Perform all other duties as assigned

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**
- Bachelor’s degree from an accredited college or university in business, finance, accounting or related fields. Master’s degree preferred
- Minimum 3 years of demonstrated experience in an underwriting and/or portfolio management function within a community development financial institution or commercial banking/small business lending platform
- Highly proficient financial analysis skills, including transaction financial modeling and understanding of financial data (balance sheets, income statements, cash flow statements, financial ratios, etc.) for community development/small business loans including owner-occupied real estate
- Experience with financing products such as lines of credit, term loans, and owner-occupied real estate loans
- Prior work-related experience and knowledge of community development lending, Small Business Administration (SBA) loans, New Markets Tax Credit Finance, project finance, and/or other tax equity structures preferred
- Working knowledge of commercial loan structuring and documentation
- Demonstrated ability to manage multiple, complex transactions at various stages and coordinate with multiple internal and external parties to meet approval and closing deadlines
- Some experience with multifamily real estate transaction financing preferred, including project financing, market analysis, deal structuring, and CRE financial analysis
- Strong verbal and written communication skills and proficiency in Microsoft Office
- Highly detail-oriented with demonstrated ability to work on multiple long-term transactions simultaneously, communicate effectively, and prioritize assignments to meet deadlines
- Demonstrated interest in LISC’s community development mission

LOCATION & COMPENSATION & TRAVEL

LISC offers a competitive salary and excellent fringe benefits. This position is expected to travel less than once per month, up to 15% annually.

To apply, please send a cover letter and resume via email to: strategicinvestments@lisc.org. Please be certain to include the title of the position for which you are applying and your name in both the subject of your email.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY, EQUITY, INCLUSION AND JUSTICE