**Position Title:** Program Officer  
**Reports to:** Executive Director  
**Job Classification:** Exempt / Full Time  
**Position Location:** San Antonio, Texas

### 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 $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. 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](http://www.lisc.org)

**LISC San Antonio**  
LISC San Antonio opened its doors in 2016 and enjoys broad partnerships with community groups, local government, philanthropy and the business sector in pursuing the creation of affordable housing, equitable economic growth, more racially just systems and policies, and increased community development capacity. For more information, visit our website at [www.lisc.org/san-antonio/](http://www.lisc.org/san-antonio/)
JOB DESCRIPTION
LISC San Antonio is seeking a skilled and experienced individual with a passion for strengthening communities through effective and thoughtful lending, technical assistance, project management, and related activities. This position will be responsible for managing and expanding LISC San Antonio's lending pipeline through sustainable business development and loan originations. Primary functions will include locating project opportunities; providing technical assistance to borrowers; vetting projects and assessing financing needs; identifying resources; and developing key relationships and partnerships with public and private leaders in local markets. The Program Officer will successfully promote LISC’s mission and values to borrowers, grantees, funders and community partners.

The ideal candidate will be able to demonstrate cultural competency working with diverse communities and a strong commitment to diversity, equity and inclusion in their work.

The Program Officer reports directly to the Executive Director. This is a full-time position based in San Antonio, Texas, requiring some regional and occasional national travel.

RESPONSIBILITIES

• Work with the Executive Director and other partners to develop a strategic approach to expanding lending and real estate based transactions, designing new lending programs and creating related marketing, informational and application materials, consistent with the direction and goals of LISC National and the San Antonio office.
• Build a pipeline of projects in such asset classes as affordable housing, community facilities, educational facilities, commercial developments and economic infrastructure to meet local needs and agreed upon lending goals.
• Serve as primary originator, including working with borrowers to assess feasibility, structuring the transaction, conducting due diligence and financial analyses, drafting credit memoranda, coordinating with LISC national staff, and presenting loan recommendations to LISC's national Credit Committee.
• Manage strategic relationships with for-profit and nonprofit financial institutions and local, state, and national governmental entities to support potential financing structures for LISC borrowers.
• As necessary, collaborate with other LISC staff to identify and secure capital resources from within and outside LISC, including philanthropic contributions and public subsidies.
• Compile and share best practices in community development lending and related policy and program areas from within the LISC community and from sources outside of LISC.
• Work with other LISC staff to identify and meet needs of community partners, for example by facilitating peer gatherings, convening and leading trainings, and providing technical assistance to build partners' capacity and improve access to resources.
• Represent LISC in local, national and statewide associations and coalitions.
• Perform additional duties, as required.

QUALIFICATIONS

• Bachelor’s degree from an accredited college or university in finance, business, real estate, urban studies, planning, public administration or related fields, or a combination of an Associate’s degree and relevant work experience.
• Minimum five (5) years of relevant experience in lending, finance, economic or community development, or related field.
• Familiarity with the economic, political, and social environments of San Antonio, Bexar
County and our region, including knowledge of the real estate markets.
• Knowledge of and familiarity with financing products such as predevelopment, acquisition, construction, bridge and permanent loans; lines of credit; and tax credit equity.
• Awareness of and ability to utilize local, state and federal affordable housing financing incentives, tools and programs.
• Experience with grant funding, particularly HUD or other federal funding, is preferred.
• Ability to evaluate financial statements, balance sheets and project pro formas.
• Experience interacting with a diverse range of individuals and organizations such as residents, public agencies, private developers, funders, and lenders, including direct experience serving people earning low wages and historically disinvested neighborhoods.
• Capacity for self-direction, creative problem-solving and successfully working simultaneously on multiple tasks and projects while meeting deadlines.
• Ability to embrace and enjoy a small team setting.
• Strong verbal and written communication skills; ability to review and synthesize information and write clear and concise business communications such as memos and reports.
• High level of proficiency in Microsoft Office suite, particularly Microsoft Excel.
• Bilingual (English/Spanish) preferred.
• Passion for the mission of LISC.

COMPENSATION
LISC offers a competitive salary and excellent benefits.

TO APPLY
Position is immediately available. No calls please. Please send Cover Letter and Resume via email with “LISC San Antonio Program Officer” in the subject line to: SanAntonio@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY & INCLUSION