# Position Description

**POSITION TITLE:** Senior Community Development Officer for Economic Development  
**REPORTS TO:** NYC - Director of Community Capital Investments  
**JOB CLASSIFICATION:** Exempt / Full Time, Grade 14  
**LOCATION:** New York, NY

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**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 42 years, LISC and its affiliates have invested more than $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](http://www.lisc.org).

**Position Description**  
The New York City office of the Local Initiatives Support Corporation (LISC NYC) seeks a professional to fill the position of Senior Community Development Officer for Economic Development. This position reports to the LISC NYC Director of Lending and works closely with the Director of External Affairs. The local New York City program, LISC NYC, works with nonprofit, community-based organizations to develop affordable housing, commercial enterprises and community facilities. Since its founding in 1979, LISC NYC has invested over $2.7 billion, leveraging an additional $6 billion in low-income communities.

This has resulted in nearly 40,000 affordable homes built and preserved as well as 1.8 million square feet of retail and community space created. We also invest in health, economic development, financial well-being and environmental sustainability so that the communities our partners serve are good places to live, work, do business and raise children. For more information visit [http://www.lisc.org/nyc/](http://www.lisc.org/nyc/).
Responsibilities
Specifically, the Senior Community Development Officer for Economic Development will be focused on the following:

**Business Development, Lending & Technical Assistance**
- Develop and manage relationships with local economic development partners including community-based organizations, mission-driven developers, impact investors, financial institutions and local/state agencies in order to grow LISC NYC’s pipeline of real estate projects that foster inclusive economic development.
- Provide loans and technical assistance to LISC NYC partners undertaking economic development related real estate projects. This includes assistance with assessing project feasibility, underwriting, developing financing strategies, lending, advising on the selection and coordination of third party consultants, and accessing financing via public subsidies and conventional sources.
- Conduct financial modeling for all types of real estate transactions and identify potential sources of financing including pre-development loans, construction and permanent loans, tax-exempt bonds, IDA bonds and New Market Tax Credits.
- Connect partner organizations with expertise and resources from LISC National programs such as small business lending, creative placemaking, and economic development; LISC affiliates such as the New Markets Support Corporation; and external consultants.
- Work under deadlines with cross-functional teams of private and nonprofit real estate developers, attorneys, governmental agencies, lenders, equity investors and title companies to structure and close economic development transactions.

**Small Business Fund Development & Implementation**
- Support senior staff in identifying and pursuing new partnerships and funding relationships to provide additional resources that will allow LISC NYC to expand its small business financing efforts.
- Design transaction and investment vehicle structures that meet the financial and operational goals of all partners and respond to LISC’s credit requirements while meeting the needs of small businesses in the communities LISC NYC serves.
- Collaborate with LISC National staff in a variety of program and administrative areas to produce fund structures and guidelines that are technically feasible and efficient to implement and operate.
- Work closely with partners including public sector agencies, community-based organizations, other mission-driven lenders, and private firms to develop working partnerships that will aid in the identification of small business candidates and the delivery of loan and investment capital.

**Thought Leadership & Policy Systems Change**
- Support the Director of External Affairs and senior staff to refine LISC NYC’s strategic approach to economic development, identify opportunities and partners, and match financing tools to economic development project needs.
- Assist in tracking the impact of LISC NYC’s inclusive economic development projects.
- Work closely with public sector agencies to identify and make available new resources for economic development real estate projects and partner with the LISC NYC Director of Policy to develop policy & advocacy solutions for economic development real estate.
Contribute to LISC NYC’s thought leadership on inclusive economic development as a means of generating middle skills jobs that provide economic mobility for low-and moderate-income people, including helping to plan and carry out a convening for industry partners to share best practices.

Collaborate with other champions of inclusive economic development, including key funders, represent LISC NYC as an expert on economic development lending, and share best practices at conferences, trainings and events.

Prepare reports and findings for investors, funders and other stakeholders as needed.

Work with LISC NYC staff to develop and implement programs that apply LISC’s technical assistance and financing capabilities to solve critical challenges identified through LISC NYC’s strategic planning process.

Performs additional duties, as required.

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 highly preferred.
- Minimum 5 years of professional experience in lending, finance, community development or related field.
- Demonstrated experience in real estate development and finance, particularly underwriting, deal structuring and financial analysis.
- Think both critically and creatively in the designing new and innovative investment vehicles and partnerships.
- Familiarity with the New York City area market, along with familiarity with city, state and federal government financing programs available to support economic development projects.
- Knowledge of financing products such as predevelopment, acquisition, construction, bridge and permanent loans; lines of credit; and tax credit equity.
- Demonstrated experience managing multiple, complex transactions at various stages and coordinate with multiple internal and external parties to meet approval and closing deadlines.
- Commitment to the community development sector and the critical role of nonprofit organizations in driving inclusive economic development and preserving the unique cultural heritage of neighborhoods.
- Strong interpersonal skills.
- Strong organizational skills. Ability to work effective independently and in a team setting performing multiple tasks and projects.
- Ability to effectively manage a challenging workload and meet deadlines.
- Excellent writing, financial analysis and verbal communication skills.

Compensation

LISC offers a competitive total compensation package, including salary and excellent fringe benefits (health, dental, vision, and retirement plans).

To Apply

Please send cover letter and resume via email to lisnyc resumes@lisc.org and include “Senior Community Development Officer” in the subject line of your email.

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