Position Title: Program Officer - Real Estate  
Position Location: Buffalo, NY  
Job Classification: Full Time / Exempt  
Reports to: Executive Director  

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

Key Responsibilities  
Program Finance Support  
- Support program staff by conducting annual financial due diligence review of grantees.
- Build a pipeline of projects across a variety of asset classes, such as affordable housing, community facilities, and commercial developments that meet local needs and achieve annual lending goals.
- Deepen LISC’s effectiveness as a CDFI through technical assistance, program
implementation, pipeline development, and capital deployment

- Provide technical assistance to LISC WNY’s nonprofit, public and private partners on the full-cycle of activities related to business and real estate based lending and development, including but not limited to:
  - Serve as primary originator, including working with borrowers to structure the transaction, conducting due diligence and financial analyses, drafting credit memoranda, applications and documentation necessary for LISC pre-development, acquisition construction, or permanent loans; and presenting loan recommendations to LISC’s national Credit Committee and the LISC Board of Directors, as applicable.
  - Coordinate with the LISC affiliates - National Equity Fund (NEF), New Markets Support Company (NMSC) and immito to provide technical assistance and financing where LISC’s client relationships align with ONE LISC products;
  - Help partners access other forms of capital including philanthropic contributions and/or public subsidies.

- Ensure integration and alignment of LISC WNY’s real estate development activities and financing pipeline with the strategic direction and goals of LISC National, the WNY team, and strategic partners through regular pipeline meetings and other channels.

- Develop strong relationships and referral networks with other strategic funding and financing partners, including CDFIs, for-profit and nonprofit financial institutions and local, state, and national governmental subsidy programs, to help LISC partners and borrowers access critical project funding resources.

- Work with the Executive Director and other partners to develop a strategic approach to improve lending readiness, support the growth of lending and real estate based transactions, design new lending programs and create related marketing, informational and application materials.

**Housing Program Support**

- Manage key relationships with public and private housing sector partners.
- Work with the LISC WNY staff and local stakeholders to develop a regional housing production and finance strategy.
- Represent LISC WNY in local, regional, state and federal affordable housing initiatives.
- Lead LISC WNY’s technical assistance work with the NYS Attorney General’s Mission Based Affordable Housing program
- Evaluate and enhance existing government grant compliance monitoring procedures.

**Additional Duties**

- Build and maintain mutually trusting relationships with and among partners including the full diversity of WNY residents and neighborhoods, community organizations, businesses, government officials, consultants, contractors. Interested candidates must be comfortable traveling and working within a wide range of neighborhood and professional settings.
• Organize, convene and facilitate meetings, trainings, workshops, information sessions, orientations. To accommodate our stakeholders, periodic evening and weekend work will be required.
• Prepare clearly written and visually appealing reports, such as private funder narrative/financial reports, compliance reports, and other required reports as assigned.
• Represent LISC WNY and the Executive Director at meetings, events, and conferences as needed.
• Periodically travel outside of the WNY area for peer learning, training and national LISC activities.
• Perform additional duties as assigned.

Qualifications
• Bachelor’s degree from an accredited college or university required; post-graduate degree is a plus. Finance, economics, nonprofit management, community development, urban planning backgrounds preferred.
• Minimum 5 years professional experience in community development, real estate, lending, finance or non-profit field.
• Working knowledge of the economic, political, and social environments of the WNY area, especially neighborhoods, organizations, and community development efforts strongly preferred.
• Strong relationship building and time management skills.
• Strong oral and written communication and public speaking skills.

Compensation
LISC offers a competitive salary and excellent fringe benefits.

To Apply
Submit cover letter and resume to jbarrettoneill@lisc.org. Please include “Program Officer” in the subject line of your email.

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