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

About 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 Strategic Investments 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:

- Fund Design & Modeling – initial fund concept design and modeling, market testing
- Fund Development – raising money from investors for the fund
- Fund Deployment – creating the investment origination strategy and managing the underwriting and investment process
- Fund Performance & Measurement – managing the performance of existing investments and conduit funds, oversight of financial statements & impact reporting

This role will support the Fund Performance function. More specifically, this position will focus on the operations of conduit loan funds that provide liquidity to financial intermediaries (primarily Community Development Financial Institutions, or CDFIs) working with small businesses and nonprofits across the 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.

CONDUIT FUND MANAGEMENT

- Monitor and administer a database management system for loan purchases and payments.
- Communicate with intermediaries on weekly and monthly data reconciliation
- Identify, prioritize and engage in problem solving with CDFI partners, internal teams, and offer recommendations when issues arise
- Create and/or update policies & procedures
- Reconcile cash purchases and transfers between intermediaries and special purpose entities, managed by LISC Strategic Investments
- Perform all other duties as assigned

FUND PERFORMANCE & REPORTING

- Monitor online platform(s) for key data metrics on the fund; create reports for partners and intermediaries
- Complete all required financial and impact reporting for funds
- Work with local LISC offices to collect necessary reporting data
- Perform all other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor’s degree from an accredited college or university
- Minimum five (5) years finance experience, preferably in banking/finance or community development
- Working knowledge of small business lending preferred
• Experience with and affinity for database technology and/or IT process management preferred
• Strong communication, analytical, decision-making, time management, organizational, follow-up and relationship management skills
• Self-starter, ability to work independently as well as collaboratively
• Proficiency in Microsoft Office Suite, particularly Microsoft Excel
• Proficiency in Salesforce preferred

LOCATION & COMPENSATION & TRAVEL
This position will preferably be located either in Washington, DC or New York, NY. LISC offers a competitive salary and excellent fringe benefits. This position is expected to travel no more than once per month.

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 and the file name of any files you send.

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