POSITION TITLE: Program Officer, Rural Lending Specialist
REPORTS TO: Program Director, Lending
JOB CLASSIFICATION: Full Time / Exempt
LOCATION: Remote, US

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, innovate 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.

For more than 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.

Background
Rural LISC aims to offer Creative Capital solutions for rural projects including grants, loans and equity needed to support housing, community facilities, small businesses and community development projects, particularly those related to the core mission of investing in transformative projects in Rural America.
Rural Lending Specialist

The national rural program of the Local Initiatives Support Corporation (Rural LISC) seeks a candidate for a Program Officer position focused on providing creative capital solutions and technical assistance for rural development projects. LISC offers flexible loan options and technical support through our suite of commercial and real estate loan products that support small businesses, economic development programs, affordable housing, community facilities, and more to help strengthen underserved neighborhoods and rural communities.

The Program Officer will work under the guidance of the Lending Director to execute the team’s broad Creative Capital programmatic agenda with a primary focus on providing underwriting support, but will also participate in the creating community development lending products and grant programs, technical assistance, and project pipeline management.

The candidate will be both externally and internally focused on creating project pipeline opportunities while simultaneously helping to strengthen internal lending operations. The candidate should possess work experience in community development lending and underwriting and skills in building key relationships. Candidates should also have experience working with diverse populations. A belief in the future and promise of rural communities is paramount. This full-time position has some flexibility in terms of location. Comfort with remote working and frequent travel required.

Responsibilities

- Serve as a key contributor to Rural LISC lending activities with a focus on lending and grant management, including origination, underwriting, closing, monitoring and portfolio management of loan facilities including but not limited to:
  - Analyzing project level financials including predevelopment, construction and operating budgets and pro formas.
  - Underwriting borrowers including analyzing nonprofit and for-profit financials, tax returns, and real estate schedules.
  - Contributing and assisting with preparing loan requests for credit approval.
  - Collaborating with internal and external parties, as necessary, in reviewing due diligence including but not limited to market studies, appraisals, and environmental reports.
  - Assisting with presenting loan recommendations for credit approval and the closing process with in-house and external counsel.
- Outreach to non-profits and businesses to develop project pipeline opportunities for lending and grant products, including coordination with LISC affiliates.
- Identifying capacity needs and strengths in order to provide lending technical assistance and training, in coordination with Rural LISC team.
- Representing Rural LISC in Creative Capital discussions and meeting obligations.
- Maintaining a portfolio of partner CDCs (non-profits), identifying capacity needs and strengths in order to provide technical assistance and training tailored to each partner, or group of partners.
• Managing relationships with other lending partners, including for profit or nonprofit financial institutions and local, state, and national governmental programs, in addition to LISC Small Business lending, New Markets Support Corporation, Strategic Investments, and National Equity Fund to maximize support and collaboration on lending and development opportunities.
• Working with Vice President, National LISC and other partners to design new loan products and lending programs and create related marketing, informational and application materials.
• Helping to identify and strategize on ways in which internal LISC resources can be strengthened and leveraged.
• Providing support and input for fundraising, budgeting, Rural Advisory Committee loan review and reporting, Rural Seminar activities and other special projects as assigned by Rural LISC Vice President.
• Assisting the Vice President and the Leadership team in achieving and exceeding National and Rural LISC goals and objectives.
• Performing all other duties as assigned.

Requirements

• Bachelor’s degree from an accredited college or university in business, finance, real estate or related fields preferred.
• Minimum 3 years of professional experience in housing and community development and/or multifamily real estate development is preferred, including project financing, market analysis, deal structuring, and financial analysis.
• Knowledge of and experience with community development financing preferred including but not limited to tax credits (low income housing, historic, and new market); tax-exempt bonds; and federal, state and city subsidy programs
• Familiarity with programs and concepts related to affordable housing, economic development, small business, entrepreneurship, or other areas that complement Rural LISC’s work.
• Demonstrated ability to manage multiple transactions at various stages and coordinate with multiple internal and external parties to meet approval and closing deadlines.
• Proven ability to take a project idea from concept to completion and to creatively solve problems.
• Familiarity with rural development financing programs across a broad range of public and private resources including, regional, state and federal programs, to include HUD, USDA, EDA LIHTC and NMTC. Experience in developing and implementing projects in rural areas utilizing layered financing with local, state and federal programs preferred.
• Strong verbal and written communication skills.
• Ability to both work independently and collaboratively.
• Knowledge of non-profit program management and organizational development.

Qualifications:

• The capacity to work on multiple tasks and projects, prioritize a challenging workload, be positive and solution-oriented is critical.
• Strong communication skills that externally translate to new business opportunities and internally assist with operational excellence.
• Ability to work virtually and collaboratively with others. This position requires a team approach and flexibility and poise in dealing with a diverse range of individuals and organizations. Ability to work independently, without constant supervision is a must.
• The successful candidate must have a proven record of accomplishment, be highly motivated, highly skilled, independent and detail-oriented. The candidate will need to be flexible and adept at multi-tasking and adjusting to changing business requirements.
• Excellent writing and verbal communication skills are essential. Exceptional skills in Word and Excel a must.
• Comfort and adaptability working on a “virtual” team, collaborating and communicating with staff both in-person and remotely (e.g. via phone, e-mail, webinar, etc.) is a must.

Job Specifications:
• Geographic location for this position is negotiable.
• This position will involve travel up to 40% of the time.

COMPENSATION
LISC offers a competitive salary and excellent fringe benefits.

TO APPLY
Please send a detailed cover letter and resume via email with “Program Officer – Rural Lending Specialist” in the subject line to kfeingold@lisc.org.

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