POSITION TITLE: Closing Officer  
REPORTS TO: Director, Fund Management, Strategic Investments  
JOB CLASSIFICATION: Exempt / Full Time  
LOCATION: Washington, DC or Remote US  

THE ORGANIZATION  
What We Do  
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 $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.  

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  
LISC Strategic Investments is organized into functional expertise groups that lead and support the activities necessary to design, raise, deploy, and manage impact investment funds:
1. Fund Design & Modeling – initial fund concept design and modeling, market testing
2. Fund Development – raising money from investors for funds
3. Fund Deployment – creating the investment origination strategy; managing the underwriting, investment, and closing process
4. Fund Performance & Reporting – managing the performance of investments, financial & impact reporting, and managing conduit funds

RESPONSIBILITIES

- Responsible for managing the closing of loans (commercial real estate, affordable housing, small business, etc.) and investments into various national and place-based impact investment funds.
- Work closely with Senior Director of Fund Investments, LISC Local Offices, internal and external counsel to prepare and review legal documentation, settlement statements, third-party reports and other required documentation to close transactions.
- Facilitate closing transactions from beginning to end, including management and participation in closing calls, management of due diligence checklist, and performing duties related to the disbursement of funds at closing.
- Monitor and process extensions and modifications for existing portfolio.
- Communicate with Borrowers to ensure timely delivery of due diligence and address Borrower inquiries related to the closing process.
- Coordinate with originator and underwriter to ensure that loan documentation and due diligence reflects approved conditions to closing.
- Ensure compliance with all regulations, policies, and procedures.
- Participate in process improvement projects and new product rollouts; assume additional responsibilities as required.

MINIMUM QUALIFICATIONS

- Bachelor’s degree from an accredited college or university is required.
- Minimum three (3) years finance experience, preferably in banking/finance or community development.
- Minimum three (2) years’ experience in investment commercial real estate loan administration, preferably in affordable housing.
- Strong technical expertise in closing and loan management.
- Demonstrated ability to close commercial real estate loans.
- 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 (e.g. VLOOKUPS).
- Demonstrated interest in LISC’s community development mission

LISC offers a competitive salary and excellent fringe benefits. This position is expected to travel less than once per month, up to 15% annually.

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.

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