LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

POSITION TITLE: Loan Servicer, Strategic Investments
REPORTS TO: Senior Director, Strategic Investments
JOB CLASSIFICATION: Full – Time Exempt,
LOCATION: Washington DC / remote (Continental US) possible

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.liisc.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:

1. Fund Design & Modeling – fund concept design and modeling, market testing
2. Fund Development – raising money from investors for the fund
3. Fund Deployment – creating the investment origination strategy and managing the underwriting and investment process
4. Fund Performance & Reporting – managing the performance of existing investments, completing financial & impact reporting, and managing conduit funds

This role will support the Fund Performance & Reporting functional group. Specifically, this position will focus on loan servicing for multiple funds and asset types. Duties will include managing payments and reconciliation, customer interactions and reporting.

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.

- Accurately enter all loan data into loan servicing software
- Track and collect payments
- Prepare monthly billing and ACH reports
- Review loan documents prior to closing for consistency in payment and reporting
- Reconcile payments monthly with accounting system
- Track and collect reporting items due monthly, quarterly and annually from borrowers
- Manage past due payments by contacting borrowers
- Familiarity with lines of credit and non-standard repayment structures a plus
- Monitor maturities
- Manage software system used for loan servicing and manage vendor and partner relationships
- Process periodic draw requests for lines of credit
- Perform all other duties as assigned

QUALIFICATIONS:

Applicants should have the following qualifications:

- Bachelor’s degree from an accredited college or university
- Minimum three (3) years of loan servicing/administration, in banking/finance or community development; accounting background a plus
- Demonstrated experience with loan servicing software systems
- Working knowledge of business and real estate lending 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 (experience with VLookups)
- Proficiency in Salesforce preferred
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