Position Title: Program Officer  
Reports To: Executive Director - Chicago LISC  
Job Classification: Exempt / Full Time  
Location: Chicago, IL

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 37 markets with offices extending from Buffalo to San Francisco. Visit us at www.liisc.org

Background
A core function of LISC is its lending programs, providing varied loan products to a diverse array of project types. All loans are subject to oversight by LISC’s Lending Department. In 2020 LISC approved $200 million of new loan commitments. LISC is looking to continue this strong lending volume in the years ahead.

The Program Officer will be responsible for working with Chicago LISC staff to perform lending business development, loan originations and other small business technical assistance activities. Primary responsibilities will include identifying project opportunities; providing technical assistance to local borrowers; initial vetting of projects and financing needs; and developing key relationships and partnerships with public and private leaders in local markets. The position may require travel for meetings, trainings, and conferences.

Responsibilities
- Build a pipeline of projects for Chicago LISC in such asset classes as small businesses, community facilities, commercial developments, and economic infrastructure with the primary goal of generating loan activity for the LISC loan fund and other LISC-managed loan pools to meet agreed upon lending goals.
• Work with LISC partners on the full-cycle of activities related to business and real estate based lending and development, providing technical assistance and identifying appropriate LISC resources as needed. This includes assessing project feasibility and the financing request, developing financing strategies and helping partners access other forms of capital including philanthropic contributions and/or public subsidies.
• Provide technical assistance to small business owners in need of support with business operations and finances to access capital resources.
• Manage relationships with other strategic partners, including for-profit and nonprofit financial institutions and local, state, and national governmental subsidy programs, that could support potential permanent financing structures for LISC borrowers.
• Work with the Executive Director and other partners to develop a strategic approach to support the growth of lending and real estate based transactions, design new lending programs and create related marketing, informational and application materials.
• Ensure integration and alignment of Chicago LISC’s real estate development activities and financing pipeline with the strategic direction and goals of LISC National and the Chicago office by collaborating with LISC team members and strategic neighborhood partners.
• Provide capacity building support to partners to position their organization to successfully implement more complex real estate developments. Identify LISC resources that could be used to strengthen the organization.
• Serve as primary originator, including working with borrowers to structure the transaction, conducting due diligence and financial analyses, drafting credit memoranda, and presenting loan recommendations to LISC’s national Credit Committee and the LISC Board of Directors, as applicable.
• Coordinate between National Lending and local program staff through regular pipeline meetings and other channels.
• Compile and share best practices in business development and sourcing from within the LISC community and from sources outside of LISC.
• Performs additional duties, as required.

Qualifications

• Bachelor’s Degree from an accredited college or university
• Minimum three (3) years of relevant experience in lending, finance, community development or related field.
• Experience in finance, business, real estate, public administration or accounting desired.
• Familiarity with the small business ecosystem in the Chicago region as well as familiarity with city, state, and federal financing programs available to support projects and business owners.
• Knowledge of financing products such as predevelopment, acquisition, construction, bridge, and permanent loans; lines of credit; and tax credit equity.
• Experience evaluating financial statements.
• Experience identifying financing opportunities and to creatively solve problems.
• Effectively work on multiple tasks and projects and prioritize a challenging workload.
• Work collaboratively with others.
• Excellent writing and verbal communication skills are essential.
• Proficiency in Microsoft Office suite, particularly Microsoft Excel.
• Estimate 5% annual travel is required, nationally.

Competitive salary, excellent benefits. Please send cover letter and resume via email to: mharte@lisc.org

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