



Position Title: Program Officer – Housing
Position Location: Buffalo, NY
Job Classification: Full Time / Exempt
Reports to: Executive Director

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 \$20 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 34 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

Responsibilities

The Housing Program Officer will lead LISC WNY's housing work. Specifically, the Housing Program Officer will

- Provide technical assistance to LISC WNY's partners, including nonprofit community development corporations and private entrepreneurs, seeking to develop affordable housing and other types of real estate.
 - Conduct financial modeling and presentations to affordable housing development sponsors. Perform credit analysis, including analyzing borrower operating performance, project financial performance, borrower management capacity, and project feasibility of affordable housing projects.
 - Assist with the preparation of applications and documentation necessary for LISC pre-development, acquisition construction, or permanent loans, tax-exempt bond financing and Low Income Housing Tax Credit (LIHTC) financing, government subsidies and rental contract maintenance.
 - Coordinate with National Equity Fund (NEF) acquisition/underwriting staff to provide technical assistance and financing where LISC NYC's client relationships align with NEF's LIHTC syndication activities.
 - Work in cross functional teams under deadlines with private and nonprofit real estate developers, attorneys, governmental agencies, lenders, equity investors and other entities to structure and close affordable housing transactions.
- Oversee LISC WNY's work with the NYS Attorney General's Mission Based Affordable Housing program
- Support the LISC Comprehensive Livability Planning work with neighborhood level housing analyses and scenario planning
- Work with partners to define the scope and prepare a regional affordable housing market analysis & benchmark targets based upon the region's unique demography
- Drawing upon LISC Housing Strategy and Innovation precedent work across the country and emerging best practice, develop a clear approach and detailed work plan for convening partners and stakeholders around a regional housing systems approach and strategy that addresses:
 - Preservation of affordability and displacement prevention
 - Approaches to minimizing exposure to household contaminants (lead, etc.)
 - Affordable options in areas with high livability/opportunity/mobility
 - Expanded ownership/wealth building options
 - New capacity, construction & financing models to serve more people, sooner
 - High impact strategies for activating vacant land in targeted infill locations
 - New systems for leveraging public assets
 - Public Housing Authority support and collaborations
 - Other issues as identified by partners and stakeholders
- Coordinate with existing efforts such as Live Well Erie and lead remediation efforts; convene stakeholders around the development of the plan; utilize subcommittees as necessary, with LISC staff and/or consultants completing the necessary analyses and report writing to support the group
- Manage key relationships with public and private sector partners. Work closely with local and State government to develop projects across all of LISC WNY's housing programs.
- Represent LISC WNY in regional, state and federal affordable housing policy efforts

The successful candidate will be required to:

- Analyze, understand and explain complex community and economic development ecosystems
- Build and maintain mutually trusting relationships with and among partners including the full diversity of WNY residents and neighborhoods, community organizations, businesses, government officials, consultants, contractors

- Provide technical assistance to LISC local stakeholder partners including LISC national technical assistance and financial resources
- Organize, convene and facilitate meetings, trainings, workshops, information sessions, orientations. To accommodate our stakeholders, periodic evening and weekend work will be required. Interested candidates must be comfortable traveling and working within a wide range of neighborhood and professional settings.
- Administer government and private grants/consultant agreements; monitoring grant and consultant performance to ensure alignment with agreed scope of work; and provide oversight on disbursements and financial drawdowns including trouble-shooting and providing recommendations if issues arise.
- Prepare clearly written and visually appealing reports, such as private funder narrative/financial reports, compliance reports, and other required reports as assigned.
- Periodically travel outside of the WNY area for peer learning, training and national LISC activities.
- Perform additional duties as assigned.

Qualifications

- Bachelor's degree from an accredited college or university required; graduate level education is a plus.
- Three or more years of experience in the development of affordable housing including project feasibility, finance, construction management, and asset management.
- Ability to work both independently and in a team setting.
- Project Management Planning training and/or certification, is a plus.
- Passion for and commitment to the mission of LISC.
- Excellent relationship management and communications skills.
- Excellent project management, organization, and planning skills.

Compensation

LISC offers a competitive salary and excellent fringe benefits.

To Apply

Submit cover letter and resume to Julie Barrett O'Neill, Executive Director, at jbarrettoneill@lisc.org. Please include "Housing PO" in the subject line of your email.

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION**