



**POSITION ANNOUNCEMENT  
LOCAL INITIATIVES SUPPORT CORPORATION – WASHINGTON, DC**

**Position Title:** Program Officer - Lending  
**Position Location:** Washington, D.C.  
**Job Classification:** Exempt / Full Time  
**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 36 markets with offices extending from Buffalo to San Francisco. Visit us at [www.lisc.org](http://www.lisc.org)

Established in 1982, the DC Office of LISC (**LISC DC**) is one of LISC's oldest offices and has invested in more than 12,300 affordable homes, in health clinics, theaters, community centers, and retail across the District of Columbia. From the community planning process to the investment stage, LISC DC has been instrumental in driving more equitable development outcomes for DC residents. LISC DC provides loans, equity, grants, and acts as a broker, facilitator, and provider of technical assistance to nonprofit housing developers, providers of community services, community development corporations, and joint ventures between for profits and nonprofits. Visit us at <http://www.lisc.org/dc/> to learn more.

## **JOB DESCRIPTION**

LISC DC is seeking a **Program Officer** to join its community development lending program in the District of Columbia and Washington, D.C. region. It invites people to apply who are passionate about providing capital to lower income and diverse populations, and who possess expertise in community development, finance, real estate development, and/or lending. The Program Officer will grow LISC DC's lending pipeline, from loan origination, to underwriting, closing, and asset management in order to support LISC's strategic priorities and comprehensive approach to equitable development. Primary responsibilities include identifying opportunities; providing technical assistance to nonprofit and local borrowers; initial vetting of projects and borrowers; structuring financing that meet those needs; and developing key partnerships with public and private leaders. The Program Officer reports directly to the Executive Director, and collaborates with LISC staff to structure and deploy mission-based capital to create equitable outcomes for lower-income residents in the DC Region.

## **RESPONSIBILITIES**

- Serve as a primary underwriter who originates, structures, and underwrites financing requests for real estate projects that create more equitable outcomes in the DC Region.
- Evaluate mission alignment of proposals, management capacity of sponsors, organizational structure, and financial feasibility.
- Conduct due diligence and financial analyses, draft credit memoranda, and present loan recommendations to LISC's national Credit Committee and the LISC Board of Directors, as applicable.
- Work with community development partners to help them craft financing strategies, access public subsidies, and secure private financing in order to assure successful project execution.
- Develop and implement a local lending strategy which responds to unmet needs in the housing and commercial market.
- Coordinate internal and external relationships that are critical to growth of LISC DC's lending portfolio including relationships with LISC Housing and LISC Policy staff and other national and local staff, originators of Low Income Housing Tax Credit transactions via LISC affiliate NEF, financial institutions and other program partners.
- Develop strategic collaborations with public sector agencies at the local level.
- Represent LISC as an expert on community development lending and share best practices to community partners and stakeholders, as well as at regional and national conferences, trainings, and events.
- Perform additional duties, as required.

## **QUALIFICATIONS**

- Bachelor's degree from an accredited college or university in business, finance, real estate, urban studies, planning, community economic development, or related fields. Master's preferred.
- Minimum 5 years of demonstrated experience with affordable housing, nonprofit management, and community development finance, and/or multifamily real estate development is preferred, including project financing, market analysis, deal structuring, and financial analysis.
- Highly motivated, solution-oriented individual who is self-directed, and able to successfully work simultaneously on multiple tasks and projects, set priorities for a challenging workload.
- Demonstrated ability to manage multiple, complex projects and transactions at various stages and coordinate with multiple internal and external parties to meet approval and closing deadlines. Must work well under pressure, seek and synthesize information.
- Demonstrated knowledge of financing products such as predevelopment, acquisition, construction,

bridge and permanent loans; lines of credit; and tax credit equity.

- Understanding of, and experience with community development financial tools, including but not limited to Low Income Housing Tax Credit investments, New Markets Tax Credit investments, tax-exempt bonds and federal, state, and city subsidy programs, including HUD programs.
- Strong verbal and written communication skills. Highly detail-oriented.
- Ability to work collaboratively with co-workers and representatives from the nonprofit, philanthropic, public, and corporate sectors and operate in a team setting
- Working knowledge of the economic, political, and social environments of the DC Region, especially lower-income neighborhoods, organizations, and community development efforts is a plus.
- Ability to structure and manage multiple projects within limited time frames and deadlines.

#### **COMPENSATION**

LISC offers a competitive salary and excellent benefits.

#### **TO APPLY**

Please send Cover Letter and Resume via email with “LISC DC Program Officer - Lending” in the subject line to:

**Ramon Jacobson, Executive Director** [rjacobson@lisc.org](mailto:rjacobson@lisc.org)

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