LOCAL INITIATIVES SUPPORT CORPORATION

Job Description

POSITION TITLE: Assistant Program Officer- Housing- Los Angeles
REPORTS TO: Housing Director
JOB CLASSIFICATION: Full Time / Exempt
LOCATION: Los Angeles, CA

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

- Invest in housing, businesses and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Develop leadership and the capacity of partners to advance our work together.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 39 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 35 markets with offices extending from Buffalo to San Diego. Visit us at www.lisc.org.

LISC LA is one of 35 local offices of the Local Initiatives Support Corporation, a national CDFI that forges resilient and inclusive communities of opportunity across America- great places to live, work, visit, do business and raise families. For over 30 years, LISC LA has worked with local partners and residents to invest nearly $1B in small businesses, housing, health, education, public safety, and employment. LISC LA champions strategies that promote equity and economic inclusion in underserved diverse communities across LA County.
THE POSITION

LISC Los Angeles is seeking a skilled and experienced individual with a passion for strengthening communities through effective and thoughtful lending, technical assistance, project management, and related activities. This position will primarily support two areas of activity within the LISC LA office: affordable housing lending and strategic programs related to the development and preservation of affordable housing. Primary functions include: building strong project management skills while providing administrative support; supporting affordable housing underwriting activities; providing technical assistance to borrowers such as CDCs and diverse-led developers; vetting projects and assessing financing needs; undertaking research projects related to affordable housing preservation; assisting with policy research; and supporting fund development, including proposal writing and reporting. The Assistant Program Officer will successfully promote LISC’s mission and values to borrowers and community partners.

Key Responsibilities

Under the supervision of the Housing Director, responsibilities will include:

- Work with the Housing Director and other partners to implement a strategic approach to lending and real estate based transactions, designing new lending programs and creating related marketing, informational and application materials, consistent with the direction and goals of LISC LA;
- Conduct data analysis, write, and summarize best practices, programs, and policies pertaining to affordable housing and community development. This may include strategies to advance affordable housing acquisition and preservation, innovative financing and construction models, asset building strategies, and community ownership models for underserved diverse communities;
- Assist with research and developing resources for local, regional and statewide policy and legislation in coordination with the Housing Director and Executive Director;
- Support the Housing Director in underwriting, including working with borrowers to assess feasibility, structuring the transaction, conducting due diligence and financial analyses, and drafting credit memoranda for all types of housing-related real estate transactions including predevelopment, acquisition, construction, and permanent debt;
- Provide logistical and programmatic support for external programs such as external trainings, meetings, workshops, information sessions, and orientations, both virtually and in-person as needed. This includes programs under LISC LA’s H.O.M.E. Training Institute including the Housing Development Training Institute (HDTI) and the Keep it Affordable Preservation Academy.
- Support the administration of technical assistance to community development corporations, and other strategic partners as needed;
- Collaborate with other LISC staff to identify and secure capital resources from within and outside LISC, including philanthropic contributions and public subsidies; and
- Assist with other special projects and duties as assigned.

Qualifications

- Bachelor’s degree from an accredited college or university is preferred.
- Minimum 2 years real estate, finance, economics, nonprofit management, community development, urban planning experience.
- Minimum 2 years work-related financial and program experience in affordable housing development, community development, real estate finance, economic development and/or grant management experience.
Knowledge of and familiarity with financing products such as predevelopment, acquisition, construction, bridge and permanent loans; lines of credit; and tax credit equity.

Awareness of and ability to utilize local, state and federal affordable housing financing incentives, tools and programs.

Ability to evaluate financial statements, balance sheets and project proformas.

Strong administrative and communication skills.

Excellent research, writing, and analytical skills.

Strong time management, task prioritization and planning skills.

Commitment to accuracy and attention to detail.

Capacity to work simultaneously on multiple tasks and projects and set priorities for a challenging workload under the direction of the Housing Director.

Proficiency in Microsoft Office Suite and the ability to learn and navigate new software.

Experience building relationships, networking and collaborating effectively with diverse populations, public agencies, funders, lenders and community-based organizations.

Working knowledge of the economic, political, and social environments in the LA area, especially of under-resources neighborhoods, community based organizations, and affordable housing development efforts strongly preferred.

Demonstrated commitment to LISC’s mission and understanding of community development policies and programs, especially economic development.

To Apply
Submit cover letter and resume to lalisc@lisc.org please include “Assistant Program Officer-Housing” in the subject line of your email by March 8, 2021, Virtual interviews will begin taking place the week of March 15, 2021.

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