Local Initiatives Support Corporation  
Job Description  

Position Title: Program Officer - Housing  
Position Location: Charlotte, NC  
Job Classification: Full Time / Exempt, Grade 13  
Reports to: Deputy 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 $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 the Bay Area and in 2,400 rural counties across 49 states and Puerto Rico.  

LISC Charlotte  
LISC Charlotte seeks an individual with a passion for equitable development to join its staff as Program Officer. The Program Officer is responsible for managing a portfolio of affordable housing capacity building programs in the Charlotte Area in coordination with a variety of community-based, public sector, private sector, funder, and internal stakeholders. The successful candidate will have excellent project management, collaboration, communication, and grants/contract management skills. The position requires a strong commitment to the role of community-based non-profit organizations as drivers of development as well an understanding of the broader affordable housing ecosystem in the Charlotte market.  

The Program Officer – Housing will work under the guidance of the Deputy Director to support LISC Charlotte lending operations including but not limited to initiatives surrounding housing, small business, and commercial projects.
SPECIFIC JOB RESPONSIBILITIES:

- Assist the Deputy Director in the successful execution and strategic alignment of LISC Charlotte’s affordable housing programs which include the Charlotte Housing Opportunity Investment Fund (CHOIF), minority developer capacity building program, Acquisition Rehabilitation program with the City of Charlotte, and Non-CHOIF lending initiatives.
- Responsible for credit analysis, underwriting, preparation of project deal summaries, intake forms and presentations related to the CHOIF as well as non-CHOIF projects and opportunities.
- Assist Deputy Director in organizing, convening, and facilitating 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.
- Provide technical assistance to LISC Charlotte partners, including nonprofit community development corporations, on grants and contract management compliance and affordable housing development.
- At discretion of Deputy Director, represent LISC Charlotte in coalitions, working groups and other forums related to affordable housing and capacity building.
- Build and maintain mutually trusting relationships with and among partners including community organizations, businesses, etc.
- Preparation and responsibility for pipeline reports, programmatic timelines, asset management ticklers, servicing reports for local office asset management, 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.
- Perform additional duties as assigned including assisting in economic development/commercial lending initiatives as deemed fit.

QUALIFICATIONS:

- Bachelor’s degree from an accredited college or university.
- Minimum 3-5 years’ experience in community development, real estate, lending, finance or non-profit field required.
- Demonstrated success in managing multiple projects and maintaining strong collaborative relationships with clients and co-workers.
- Experience building relationships, networking and collaborating effectively with diverse populations and community-based organizations.
- Knowledge of affordable housing context in the Charlotte area, especially of lower income neighborhoods, organizations, and community development efforts also strongly preferred.
- Demonstrated commitment to LISC’s mission and understanding of community development policies and programs, especially affordable housing.
- Ability to work independently and with a team, working on numerous projects at the same time.
- Strong oral and written communication skills, including experience speaking publicly in diverse forums and proficiency with Microsoft Office suite.
- Excellent research, writing, editing and analytical skills.
- Fluency using and understanding data to inform decision making.
- Strong organizational skills; efficient and detail-oriented.
- Ability to work in a fast-paced business environment.
- Project Management Planning training and/or certification, is a plus.

COMPENSATION

LISC offers a competitive salary and excellent fringe benefits.
TO APPLY
Please send a cover letter and resume via email with “Program Officer-Housing” in the subject line to charlotte@lisc.org

NO PHONE CALLS PLEASE

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