



**Local Initiatives Support Corporation  
Bay Area**

**POSITION TITLE:** Community Development Underwriter  
**REPORTS TO:** Director of Investments, Bay Area  
**JOB CLASSIFICATION:** Exempt / Full Time  
**LOCATION:** Oakland

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**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).

**Bay Area LISC**

Bay Area LISC convenes partners, builds coalitions, invests public and private funds, and supports community revitalization to help the Bay Area thrive with healthy places to live, work and play. Since 1981, Bay Area LISC and its affiliates have invested \$882 million towards the construction of over 14,380

affordable housing units and nearly 1.5 million square feet of commercial, retail and community space throughout the Bay Area. Bay Area LISC's work has leveraged an additional \$3.7 billion. More information can be found at [www.bayarealisc.org](http://www.bayarealisc.org)

### **Position Description**

LISC is seeking qualified candidates to fill the position of Community Development Underwriter. The Community Development Underwriter will be responsible for providing technical assistance to Bay Area staff and underwriting on behalf of Bay Area LISC across an array of community development product types and asset classes, with a particular focus on affordable housing. The position will work in concert with LISC National Lending and Legal department staff. The Community Development Underwriter will handle the full range of lending activities, including structuring, underwriting, and closing of Bay Area loans. This position will report to Bay Area LISC's Director of Investments. Primary responsibilities will include the following:

- Serve as underwriter for Bay Area LISC Loans, including working with borrowers to structure the transaction, conducting due diligence and financial analyses, and drafting credit memoranda.
- Present loan recommendations to LISC's credit committee and Board of Directors, as applicable.
- Facilitate loan closings by working with counsel and borrowers on loan documentation and ensuring that all closing conditions have been satisfied.
- Provide technical assistance to local Program Officers to identify potential loan clients.
- Provide technical assistance support to partners to position their organizations to successfully implement more complex real estate developments.
- Perform other related duties as needed.

### **Qualifications**

Applicants should have the following qualifications:

- Bachelor's degree from an accredited college or university
- Minimum five (5) years real estate lending or credit review experience at a bank, nonprofit financial intermediary or similar institution. Previous experience with real estate classes such as community facilities (early childhood education, health centers) and affordable housing a plus.
- Strong capacity in transaction structuring and underwriting, including ability to analyze financial statements, project development budgets, and project operating pro formas.
- Familiarity with government subsidies and tax credit programs for community facilities and housing.
- Excellent interpersonal skills and ability to work effectively across the LISC network of local and national programs and affiliates, including the National Equity Fund, Inc. (NEF) and New Markets Support Company (NMSC).
- Good organizational skills, including ability to work independently and to manage multiple assignments simultaneously.

- Strong written and oral communication skills and excellent attention to detail.

### **Job Specifications**

LISC offers an excellent compensation package. The position is available immediately.

To apply, please send a cover letter and resume via email with the subject line “Community Development Underwriter” to [arao@lisc.org](mailto:arao@lisc.org). No calls please.

Asha Rao  
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Local Initiatives Support Corporation  
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**LISC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION**