Local Initiatives Support Corporation

POSITION TITLE: Program Officer – Lending
REPORTS TO: Charlotte Office - Deputy Director
JOB CLASSIFICATION: Full Time / Exempt
LOCATION: Charlotte, NC
GRADE: 13

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 Los Angeles to Charlotte NC. Visit us at www.lisc.org

LISC Charlotte

In partnership with residents and multi-sector stakeholders, LISC Charlotte attracts and coordinates local and national resources to strengthen neighborhoods in the Charlotte area. LISC Charlotte is comprised of a small, committed staff and a local advisory committee dedicated to carrying out this mission. More information can be found at www.lisc.org/charlotte. LISC Charlotte seeks a full time Program Officer to support its economic development lending opportunities particularly in our target area, Historic West End.

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The Program Officer – Lending 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.

The ideal candidate has a knowledge of community development lending, workforce development, data system management and skills in building key relationships.

This person will also work with the Charlotte team to facilitate the implementation of initiatives that provide support to commercial districts and to the businesses that populate them, working with a network of business support organizations including CDCs, anchor institutions, business training programs and accelerators, as well as other institutions to ultimately improve the flow of capital to minority and low-income businesses and neighborhoods.

SPECIFIC JOB RESPONSIBILITIES:

• Coordinate with Charlotte team on key priorities for the lending program and work with management team on outreach strategies for Low to Moderate Income Communities
• Educate community partners and/or other stakeholders about our loan product offerings at discretion of Deputy Director
• Work in conjunction with program office staff to understand local priorities and important relationships
• Assist Deputy Director in establishing prospect identification strategies including designing appropriate pipeline report for reporting to Executive Director and National
• Evaluate potential small business and/or commercial loan opportunities to determine whether they comply with lending and other program requirements, meet community development priorities, and are financially viable
• Perform credit analysis and prepare Request Program Action (i.e. the LISC internal investment request document) for submission to LISC Credit Committee on each project
• Work with asset management in resolving issues with loans in portfolio
• Prepare, monitor, track and manage LISC lending investments, performance and outcomes using LISC Program Action software and Salesforce.
• Assume responsibility for special projects, initiatives, and conduct research as needed or directed.

QUALIFICATIONS:

• Bachelor’s degree in business, economics, finance, or equivalent.
• Minimum of 3 years commercial and/or SBA 7(a) lending experience, including extensive credit experience, origination, and closing experience.
• Experience working with diverse populations, non-profit and the for-project sector. Previous experience working with CDFIs is a plus.
Ability to work independently and with a team, working on numerous projects at the same time.
General understanding of the community development field in Charlotte, and knowledge related to community development financing preferred.
Experience working with a diverse range of individuals and organizations, including but not limited to residents, community development organizations, public agencies, private developers, funders and lenders.
Commitment to accuracy, attention to detail, timely reporting and deadlines.
Excellent verbal and written communication, writing, research, analysis and relationship/team building skills.
Self-starter; creative problem solver; and relationship builder.
Proficiency in Microsoft Office suite, particularly Microsoft Excel required.

COMPENSATION
LISC offers a competitive salary and excellent fringe benefits.

TO APPLY
Please send a cover letter and resume via email with "Program Officer-Lending" in the subject line to charlotte@lisc.org

NO PHONE CALLS PLEASE

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