



JOB DESCRIPTION

Position Title: Program Officer, National Charter School Financing
Reports to: Vice President, National Charter School Financing
Job Classification: Exempt / Full Time
Location: New York, NY

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 34 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

The Local Initiatives Support Corporation (LISC) is seeking candidates for the position of Program Officer in the organization's Charter School Financing group. The Program Officer will be responsible for management and administration of a new grant program to assist charter schools around the country with their real estate projects and financing options. The Program Officer will use his/her organizational and operations skills to design and execute a grant application and review/selection process, prepare grant recommendations and coordinate grant agreements and disbursements, and monitor and report on grantees. The Program Officer will report to the Vice President of LISC Charter School Financing. Some travel may be required.

Charter School Financing at LISC:

LISC has supported educational facilities improvements, construction and development since 1997 and in 2003, created a national program to finance charter school development across the country. LISC's Charter School Financing group funds school construction for high-quality public charter schools that serve predominantly low-income students. We also promote transparency of financing options to help school leaders secure affordable debt, and we seek to influence public policy to lower the cost of capital for schools, keeping more dollars in the classroom.

Principal Areas of Responsibility:

- ◆ Design and manage a new grant application process, including:
 - Collecting and tracking grant applications
 - Reviewing and coordinating other stakeholders' review of applications
 - Develop and implement scoring system to select grantees
 - Writing and processing grant recommendation memos
- ◆ Monitor and track grant projects after disbursement; Track project status through grantee reporting, review of deliverables, tracking investor/developer conversations
- ◆ Execute funder reporting and maintain related files and documents
- ◆ Communicate and answer questions and requests from charter school applicants and grantees
- ◆ Coordinate with LISC internal departments to ensure swift and efficient outcomes
- ◆ Assist with planning and presenting application webinars and events
- ◆ Perform all other duties as assigned

Qualifications and Skills:

- ◆ Bachelor's degree from an accredited college or university required; Graduate degree in a relevant field is a plus
- ◆ Minimum of three years of work experience
- ◆ Proficient in Microsoft Office Excel, Word, PowerPoint, and Outlook
- ◆ Strong organizational and operational skills to build effective and efficient processes
- ◆ Demonstrated ability to produce high-quality work product under tight deadlines in a detailed manner
- ◆ Self-starter with the ability to work independently as well as the ability to collaborate
- ◆ The ideal candidate will have experience in one or more of the following areas: (1) real estate transactions, (2) federal tax credit and/or neighborhood development programs (i.e. Opportunity Zones, New Markets Tax Credits), (3) working at a charter school, charter school developer or charter school support organization, and/or (4) grant program management/operations.

Compensation:

LISC offers a competitive salary and excellent fringe benefits.

To apply, please send a cover letter and resume to Ms. Charmian Stewart at csf@lisc.org

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