POSITION TITLE: National Underwriting Analyst
REPORTS TO: Senior Director, National Underwriting
JOB CLASSIFICATION: Full Time / Exempt
LOCATION: US/ Northeast

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 $24 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 38 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

JOB OVERVIEW:
A core function of LISC is its operation as a loan fund. LISC provides various loan products to a wide array or project types. All loans are subject to oversight by LISC’s Lending Department. In 2021, LISC closed $224 million of new loan commitments and the outstanding loan portfolio at year-end was $508 million. LISC is looking to grow its lending volume in the years ahead.

Position Description
LISC is seeking a qualified candidate for a National Underwriting Analyst. This position will be part of LISC’s Lending Department and will report to LISC’s Senior Director, National Underwriting. The National Underwriting Analyst will support the National Underwriting team in analyzing loan requests including direct
underwriting support from initial feasibility to loan closing. The National Underwriting Analyst will also work with local program staff on loan requests.

**Responsibilities:**
- Support National Underwriters in financial modeling of loan requests
- Analyze project level financials including predevelopment, construction and operating budgets and pro formas.
- Underwrite borrowers including analyzing nonprofit and for-profit financials, tax returns, and real estate schedules.
- Contribute and assist with preparing loan requests for credit approval.
- Collaborate with internal and external parties, as necessary, in reviewing due diligence including but not limited to market studies, appraisals, and environmental reports.
- Assist with presenting loan recommendations for credit approval and the closing process with in-house and external counsel.
- Provide technical assistance to internal LISC staff on financial modeling.
- Perform all other duties as assigned.

**Qualifications:**
- Bachelor’s degree from an accredited college or university in business, finance, real estate or related fields preferred.
- Minimum 3 years of professional experience in housing and community development and/or multifamily real estate development is preferred, including project financing, market analysis, deal structuring, and financial analysis.
- Demonstrated ability to manage multiple transactions at various stages and coordinate with multiple internal and external parties to meet approval and closing deadlines.
- Strong working knowledge of MS Office Suite programs in particular MS Excel and Word.
- Knowledge of and experience with community development financing preferred including but not limited to tax credits (low income housing, historic, and new market); tax-exempt bonds; and federal, state and city subsidy programs
- Strong verbal and written communication skills.
- Ability to work independently and collaboratively.
- Highly detail-oriented and ability to convey complex information clearly and concisely.
- Demonstrated interest in LISC’s community development mission.

**Compensation**

LISC offers a competitive salary and excellent fringe benefits.

**To apply,** please send a cover letter and resume via email to: cstewart@lisc.org

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER**

**COMMITTED TO DIVERSITY, EQUITY, INCLUSION AND JUSTICE**