LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

POSITION TITLE: Analyst, Capital Innovation Lab
REPORTS TO: Director, Capital Innovation Lab
JOB CLASSIFICATION: Full - Time Exempt
LOCATION: Washington DC / remote (Continental US) possible

THE ORGANIZATION

What We Do

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.

About Strategic Investments

The LISC Strategic Investments team leads the design, development, and deployment of impact investment funds in LISC’s local markets nationwide. Strategic Investments employs an “impact first” investment methodology that optimizes the impact on the communities we care about while achieving sustainable risk-adjusted returns for investors.

The unique power of LISCs local office presence combined with the strength of our national investment expertise is a powerful combination for creating real impact in the communities
we serve. This network requires careful coordination between Strategic Investments, the LISC Local Offices, and other stakeholders within LISC. While many groups within the LISC organization support fund management activities, the Strategic Investments team is ultimately responsible for ensuring a successful track record for LISC's off balance sheet fund investments. Visit us at www.liscstrategicinvestments.org

About This Role

LISC Strategic Investments pursues a range of high-impact and innovative impact investments that create jobs, fuel small businesses, revitalize commercial areas, improve housing, expand local incomes and make communities safer and stronger. The Capital Innovation Lab (CIL) leads the product innovation for the team, developing new investment strategies via pilots, investment programs, and initiatives.

CIL fuels the pipeline of economic opportunity for underinvested communities, with the specific goals of improving access to affordable housing, equitable economic development, education, health, and sustainability.

This role will support the Director, Capital Innovation Lab with multiple national and place-based pilot projects, focused on small businesses and supplier diversity, worth more than $12M raised and ready to be invested. Specifically, this position supports the small business deal pipeline in deploying small business growth capital, from intake and sourcing to underwriting through closing.

Responsibilities:

The following are an indication of the position’s core responsibilities; these are intended to illustrate the scope of responsibilities and are not exclusive of other duties that may be required.

- Review applications to identify small businesses for investment
- Coordinate the deal through intake, underwrite the deal, present the deal to investment committee, and take the deal through closing in accordance with LISC protocols
- Organize investment committees, to include preparing documents, ensuring the right people are in the room, and adhering to established protocols
- Accurately track all deal data in Salesforce and other systems as needed
- Perform all other duties as assigned

Qualifications:

Applicants should have the following qualifications:

- Bachelor’s degree from an accredited college or university
- Minimum three (3) years in banking, finance or community development
- Demonstrated experience with underwriting and/or sourcing small business deals
• Strong communication, analytical, decision-making, time management, organizational, follow-up and relationship management skills
• Self-starter, ability to work independently as well as collaboratively
• Proficiency in Microsoft Office Suite, particularly Microsoft Excel (experience with VLookups)
• Proficiency in Salesforce preferred

LISC offers a competitive salary and excellent fringe benefits. This position is expected to travel less than once per month, up to 15% annually.

To apply, please send a cover letter and resume via email to: strategicinvestments@lisc.org. Please be certain to include the title of the position for which you are applying and your name in both the subject of your email.

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