

**LOCAL INITIATIVES SUPPORT CORPORATION  
JOB DESCRIPTION**

**POSITION TITLE:** Asset Manager – Lending  
**REPORTS TO:** Director of Asset Management  
**JOB CLASSIFICATION:** Exempt / Full Time  
**LOCATION:** New York, NY

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**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](http://www.lisc.org)

**Position Description**

Local Initiatives Support Corporation (LISC) is seeking qualified candidates to fill the position of Asset Manager. This position will be part of LISC's Lending Department and will report to LISC's Director of Asset Management and work in close coordination with lending staff in the field and other members of LISC's Lending and Legal departments. The manager will be responsible for assisting the Director of Asset Management with monitoring, tracking and reporting on LISC's portfolio, managing work-outs and contributing to other facets of the Lending Department's work as needed. The primary duties of the position include:

- Manage a loan portfolio of approximately 100 loans, spanning numerous product and project types provided by LISC as part of its community development activity.
- Position requires proactive management of closed loans including the following:
  - Risk Rating assets and preparing portfolio performance reports for committee

- review.
  - Writing quarterly loan watch reports and presenting to committee for review.
  - Monitoring disbursements on Lines of Credit and Pre-Development loans.
  - Communicating with borrowers in regards to pending maturity dates, late payments and other loan covenant compliance.
  - Analyze loan performance against underwriting projections to identify any potential loan repayment problems.
  - Identify, prioritize and engage in problem solving with borrowers offer recommendations when issues arise.
  - Review and track insurance certificates for active loans.
  - Prepare post-closing amendments per LISC guidelines.
  - Prepare write off memos for auditors
- Ensure the quality of data in LISC's loan administration system, including development of policies and procedures for data collection and quality maintenance, inputting and maintenance of data, and oversight of the management and use of data.
  - Perform additional loan monitoring on individual loans and prepare reports on as as-needed basis.
  - Interact with LISC staff to provide accurate and timely information.
  - Performs additional duties, as required.

## Qualifications

- Bachelor's degree required.
- At least three (3) years real estate experience preferably working with LIHTC and/or NMTC or comparable experience in commercial real estate, banking/finance or urban planning.
- Candidate must have working knowledge of real estate, finance and/or operations.
- Experience with asset management, acquisitions, credit, underwriting in community development is a plus.
- 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.

## Job Specifications

LISC offers a competitive salary and excellent fringe benefits. The position will be based in LISC's New York City headquarters and is available immediately. To apply, please email a detailed cover letter and resume to:

Mary Kursar, Director of Asset Management [mkursar@lisc.org](mailto:mkursar@lisc.org)

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