



**Local Initiatives Support Corporation**

**Position Description**

Position Title: Senior Program Officer, Lending & Capital Management  
Reports to: Executive Director  
Job Classification: Exempt / Full Time, Grade 14  
Position Location: Cleveland, Ohio

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**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 New York to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at [www.lisc.org](http://www.lisc.org)

**POSITION DESCRIPTION**

LISC is seeking a skilled individual with a passion for strengthening communities through effective and thoughtful lending, technical assistance, project management, and related activities. This position will be responsible for managing and expanding LISC's lending pipeline in Cleveland and Northeast Ohio through sustainable business development and loan originations. Primary functions will include identifying project opportunities; providing technical assistance to borrowers; vetting projects and assessing financing needs; determining resources; and developing key relationships and partnerships with public and private leaders in local markets. The Senior Program Officer will successfully promote LISC's mission and values to borrowers, grantees, funders, and community partners.

This position is responsible for the sourcing, underwriting, and administration of all of LISC's pre-development, acquisition, construction and other bridge financing loans provided for real estate and programs in NE Ohio. This position is also responsible for evaluating, modeling, sourcing and underwriting other LISC financial

products and services that exist or may be developed such as SBA loans, charter school and healthy food financing, New Markets Tax Credits, Low-Income Housing Tax Credits, and patient capital pools.

Guided by National LISC requirements and credit committees, this position will continually manage and oversee the LISC and LISC Cleveland loan portfolios. Also, the position is responsible for providing technical assistance to nonprofit community development corporations on specifics of economic development, the housing development process, subsidy sources and other related fields.

The Senior Program Officer for Lending and Capital Management is responsible for contributing to accelerated redevelopment of targeted neighborhoods. The position reports directly to the Executive Director for LISC Cleveland and will also assist in the development of new program initiatives, managing the LISC loan portfolio, and other responsibilities, as assigned. This is an opportunity to take a broad leadership role in the community development sector.

The candidate will be able to demonstrate cultural competency working with diverse communities and a strong commitment to diversity, equity, and inclusion in their work.

This is a full-time position based in Cleveland, Ohio, requiring regional and occasional national travel estimated at 10% annually.

## **RESPONSIBILITIES**

- Work with the Executive Director and other partners to develop a strategic approach to expanding lending and real estate-based transactions, designing new lending programs, and creating related marketing, informational and application materials.
- Build a pipeline of projects in such asset classes as, commercial developments, and economic infrastructure, affordable housing, community facilities, educational facilities as well as small business financing programs to meet local needs.
- Serve as primary originator, including working with borrowers to assess feasibility, structuring the transaction, conducting due diligence and financial analyses, drafting credit memoranda, coordinating with LISC national staff, and presenting loan recommendations to LISC's national Credit Committee.
- Manage strategic relationships with for-profit and nonprofit financial institutions and local, state, and national governmental entities to support potential financing structures for LISC borrowers.
- As necessary, collaborate with other LISC staff to identify and secure capital resources from within and outside LISC, including philanthropic contributions and public subsidies.
- Compile and share best practices in community development lending and related policy and program areas from within the LISC community and from sources outside of LISC.
- Work with other LISC staff to identify and meet needs of community partners, for example by facilitating peer gatherings, convening and leading trainings, and providing technical assistance to build partners' capacity and improve access to resources.
- Represent LISC in local, national and statewide associations and coalitions.
- Develop and implement a local lending strategy which responds to unmet needs in the housing, commercial and small business markets, and builds upon past successes and national programs;
- Serve as primary liaison to National LISC office relative to loan monitoring and portfolio management.
- Develop new financing partnerships for loan pools and blended capital investment strategies;
- Develop relationships with other local community development lenders and intermediaries in order to leverage LISC loans and grants;

- Promote lending products & services by speaking at relevant events, sitting on panels, participating on task forces;
- Perform additional duties, as required.

## **QUALIFICATIONS**

- Bachelor's Degree from an accredited college or university required. Master's Degree in finance, business administration, urban planning, public administration or similar field preferred. *(Additional relevant work experience may be substituted as proxy)*
- Minimum 7 years of experience with multi-family and/or commercial real estate lending
- Exhibit strong familiarity with principles of affordable housing and commercial funding programs and mechanisms including local, state, and federal housing and community development programs, and low-income housing tax credits;
- Experience leveraging relationships with roles of architects, contractors, attorneys, syndicators, appraisers, environmental engineers, realtors and other allied professionals in the development process and their impact on real estate lending analysis;
- Understand complex underwriting issues with respect to multi-family residential and commercial real estate development;
- Demonstrate familiarity with the economic, underwriting, land acquisition, political and social environment;
- Demonstrate self-direction, creative problem-solving and successfully working simultaneously on multiple tasks and projects while meeting deadlines.
- High level of proficiency in Microsoft Office suite, particularly Microsoft Excel.
- Excellent written and verbal communication skills;
- Passion for the mission of LISC.

## **COMPENSATION**

LISC offers a competitive salary and excellent benefits.

## **TO APPLY**

Position is immediately available. No calls please. Please send Cover Letter and Resume via email with "**LISC Cleveland Senior Program Officer**" in the subject line to: [kwilliams3@lisc.org](mailto:kwilliams3@lisc.org)

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