POSITION ANNOUNCEMENT
LISC Jacksonville
PROGRAM OFFICER - Real Estate Development and Lending

Background

Local Initiatives Support Corporation (LISC), widely recognized as the nation's premier community development intermediary, has a 30 year history of providing financial and technical assistance to community-based organizations and public entities focused on the redevelopment of urban neighborhoods and rural communities. The organization works with in partnership with nonprofits, residents, public sector and private sector entities in *Building EPIC Communities* - good places to work, do business and raise children. Our approach is comprehensive – one that values resident involvement and recognizes the importance of an integrated approach to revitalization. We work collaboratively to address housing and commercial development along with family income and asset building, workforce issues, education, economic development and the many aspects of a great neighborhood – places to play, access to health care, community safety and more. For more information about LISC visit www.lisc.org.

LISC Jacksonville invites applicants to apply for a Program Officer position that will have primary responsibility for building and managing a real estate lending portfolio that leads to community transformation. The Program Officer will provide technical assistance to our clients on real estate development, and underwriting services for LISC to evaluate and invest in transformational developments e.g. affordable housing for rental and home ownership, commercial developments, and community facilities. The position will play an important role in successfully implementing a holistic, neighborhood-driven approach to community transformation that works to ensure both people and places prosper. The position reports to the LISC Jacksonville Executive Director.

Responsibilities

- Build a pipeline of projects for LISC Jacksonville to invest in such as affordable housing, community facilities, educational facilities and commercial developments.
- Primary responsibility for generating loan activity and reporting for the LISC Loan Fund and other LISC-managed loan pools as required.
- Underwrite and close real estate transactions for LISC loans and tax credit equity investments. Serve as staff to the local Program Review Committee. Act as the primary liaison to national LISC relative to loan monitoring and portfolio management. Provide oversight and management of the LISC Jacksonville loan and related grant portfolio and conduct risk analysis and monitoring.
- Work with LISC partners on the full-cycle of activities related to real estate lending and development providing technical assistance and LISC resources as needed. This includes assessing project feasibility, developing financing strategies and helping partners to access public subsidies as well as conventional financing.
- Manage relationships with other lending partners including for profit or nonprofit financial institutions and local, state, and national governmental programs that could support and finance client real estate development.
- Work with Executive Director and other partners to design new loan products and lending programs and create related marketing, informational and application materials.

- Ensure integration of LISC Jacksonville's real estate development activities with other *Building Sustainable Communities* efforts by collaborating with LISC team members and strategic neighborhood partners.
- Provide capacity building support to partners to position their organization to successfully implement more complex real estate developments. Identify LISC resources that could be used to strengthen the organization.
- Assist with the LISC Jacksonville budget preparation process, respond to compliance matters, and assist with policy and procedure development.

Qualifications

- Bachelor's degree required; graduate level education is a plus.
- At least 5 years of experience in real estate development or real estate lending is required. Proven ability to take a project idea to completion and to creatively solve problems. Proven skills in financial analysis. Ability to evaluate financial statements.
- Familiarity with the real estate markets in the Jacksonville, Florida region. Familiarity with city, state and federal housing financing programs a must. Experience implementing projects utilizing HUD and various tax credits programs preferred.
- The capacity to work on multiple tasks and projects, prioritize a challenging workload, be positive and solution-oriented is critical.
- Ability to work collaboratively with others. Flexibility and poise in dealing with a diverse range of individuals and organizations.
- Excellent writing and verbal communication skills are essential. Exceptional skills in Word and Excel a must.

To Apply:

Candidates should send a resume, cover letter, one writing sample, three professional references, and salary requirements. Use the cover letter to describe what in your professional background demonstrates the competencies sought and what interests you most about working for LISC Jacksonville. Strong preference for the candidate to be knowledgeable of the Greater Jacksonville metropolitan area will be considered. Occasional travel will be required. LISC offers a competitive salary and excellent benefits. The position is available immediately.

Send all materials via email to: ksilvia@lisc.org. Please type "Program Officer-Real Estate" in the subject line of the e-mail. ONLY E-MAIL APPLICATIONS WILL BE ACCEPTED - No Phone Calls Please

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COMMITTED TO DIVERSITY AND INCLUSION