



POSITION ANNOUNCEMENT

PROGRAM OFFICER for Real Estate Development and Lending

Background

LISC Greater Houston invites applicants for a Program Officer who will have primary responsibility for building and managing a real estate lending portfolio that leads to community transformation. The Program Officer will provide significant technical assistance to our clients on real estate development, and underwriting services to LISC to evaluate and invest in transformational developments e.g. affordable housing, commercial developments, and community facilities.

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 in partnership with nonprofits, residents, public sector and private sector entities in *Building Sustainable 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.

The Program Officer 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 Houston LISC Executive Director.

Position Responsibilities

- Build a pipeline of projects for LISC Houston LISC to invest in such as affordable housing, community facilities, educational facilities and commercial developments.
- 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 our partners access public subsidies as well as conventional financing.
- Provide capacity building support to our partners to position their organization to successfully implement more complex real estate developments. Identify LISC resources that could be used to strengthen the organization.
- Underwrite and close real estate transactions for LISC loans and tax credit equity investments. Serve as staff to the local Credit Committee; and be the primary liaison to national LISC relative to loan monitoring and portfolio management. Provide oversight and management of the Houston loan and grant portfolio and conduct risk analysis and monitoring.

- 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 our clients real estate developments.
- Ensure integration of Houston LISC's real estate development activities with other *Building Sustainable Communities* efforts by collaborating with LISC team members and strategic neighborhood partners.
- Work with Executive Director and other partners to design new loan products and lending programs and create related marketing, informational and application materials.
- Assist with the Houston LISC budget preparation process, respond to compliance matters, and assist with policy and procedure development.

Qualifications

- A Bachelors 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 read financial statements.
- Familiarity with the Houston area real estate market.
- Familiarity with city, state and federal housing financing programs a must.
- 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 coworkers. Flexibility and poise in dealing with a diverse range of individuals and organizations, including nonprofits, developers, foundations, public agencies, corporate leaders, community development organizations and neighborhood residents.
- Excellent writing and verbal communication skills are essential. Exceptional skills in Word and Excel a must.

Compensation:

LISC offers a competitive salary and excellent benefits.

This position may be hired at the Program Officer level or Senior Program Officer level depending on depth of experience.

To Apply:

Qualified 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 Houston LISC.

Send all materials VIA E-MAIL to: HoustonHR@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

Position Opening Date: July 5, 2011