

**LOCAL INITIATIVES SUPPORT CORPORATION**

**Position Description**

**POSITION TITLE:**     **Program Officer**

**REPORTS TO:**        **Senior Program Officer**

**LOCATION:**           **LISC Hartford Office, Hartford, Connecticut**

**CLASSIFICATION:**   **Full Time/Exempt**

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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 39 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 32 markets with offices extending from Buffalo to San Francisco. Visit us at [www.lisc.org](http://www.lisc.org).

The Connecticut LISC program has experience developing the infrastructure of this broad variety of local, community-based organizations by providing technical and financial assistance - building capacity, sharing best practices, and providing project investments to support local solutions to community needs. Since coming to Connecticut in 1984, LISC has invested over \$81 million in Connecticut communities. This investment has created: 4,647 affordable homes, 365,000 square feet of commercial space, and 30 child care & community facilities. LISC's affiliate the National Equity Fund has invested over \$175 million of tax credit equity in

Connecticut projects and Connecticut LISC has invested over \$4 million in developments through its Transit Oriented Development fund. Overall, LISC investment has leveraged \$818 million of community development activity in Connecticut.

### **Position Description**

Connecticut LISC is seeking a skilled and experienced affordable housing development professional to advance the community development work of the Connecticut LISC program. The Program Officer will participate in providing financial and technical assistance to LISC's community development partners and will be responsible for building and nurturing such partnerships in diverse communities throughout the state. The successful candidate should have a commitment to community-based development, experience in developing affordable housing and/or other community-based real estate development, knowledge of financing real estate projects, and an ability to share this knowledge by providing technical assistance to local groups.

### **Responsibilities**

Principal areas of responsibility will include:

- **Building partnerships**: provide technical assistance to local groups in both urban and rural/suburban Connecticut. Assist CDCs with real estate development and related community development strategies for neighborhood revitalization. Assist volunteer groups building new affordable housing in suburban and small towns by helping them form effective organizations, understand the affordable housing development process, and access professional and financial resources.
- **Project Investments**: underwrite project grants and lending transactions, including LISC predevelopment, acquisition, construction, and bridge loans. Assess project feasibility as well as Borrower financial capacity by conducting due diligence items and originating loans that meet Connecticut LISC's program goals. Work with national LISC credit and legal staff to manage the closing and asset management process.
- **Organizational Capacity Building**: participate in LISC capacity-building activities for CDCs and community partners, including organizational assessment, technical assistance and training. Assist in organizing educational activities and forums to share best practices in community development and affordable housing development. Underwrite LISC capacity building grants to help strengthen CDCs that lead to their delivery of effective, sustainable programs. Assist with grant monitoring, disbursements, site visits and grant compliance.
- **Reporting and Communications**: prepare reports and presentations for funders and investors as needed. Assist with staffing of the local LISC Advisory Committee and with coordination of national LISC programs and investments in Connecticut.
- Perform all other duties as assigned.

### **Qualifications**

- Bachelor's Degree from an accredited college or university required; Master's degree in urban planning, community development, economic development, public policy or related field preferred.
- At least 3-5 years of experience in community development, affordable housing development or related field, preferably in the non-profit sector.
- Demonstrated understanding of neighborhood revitalization and affordable housing issues; familiarity with Connecticut's urban neighborhoods and small towns preferred.

- Demonstrated capacity to analyze quantitative and qualitative information and knowledge of financing products for real estate development required. Experience in lending, project management or related field preferred.
- Demonstrated ability to think strategically to implement LISC's program goals. Ability to work simultaneously on multiple tasks and projects, set priorities and coordinate with multiple internal and external parties to meet project guidelines.
- Ability to work collaboratively with others and consistently demonstrate professionalism in diverse settings, with a positive and solution-oriented outlook. Capacity to work independently as needed.
- Excellent computer skills including competency in full Microsoft Office suite.

LISC offers a competitive salary and excellent benefits.

To apply, please submit a resume and cover letter to:

James Horan, Executive Director

LISC, 75 Charter Oak Avenue, Suite 2-250, Hartford, CT 06106

or [jhoran@lisc.org](mailto:jhoran@lisc.org)

*No telephone calls please*

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