



## **POSITION ANNOUNCEMENT:**

### **SENIOR PROGRAM OFFICER Greater Boston LISC**

#### **Background**

Local Initiatives Support Corporation (LISC) seeks an experienced self-motivated individual for the position of Senior Program Officer in Boston, Massachusetts. LISC is a national non-profit organization that provides financial and technical assistance to community development corporations (CDCs) working to improve social and economic conditions in low-income, urban communities. Founded in 1979 by the Ford Foundation, LISC has grown to become the nation's premier national non-profit intermediary providing holistic support for neighborhood development and working to enhance the overall community development industry.

#### **Job Description**

The Senior Program Officer will have major responsibilities for LISC assistance to CDCs undertaking affordable housing and economic development projects, the development of new community development program initiatives, and monitoring of the portfolio of existing loans and grants. The Senior Program Officer will also be responsible for assisting CDCs with on-going issues of organizational growth, stability, and portfolio management. The Senior Program Officer will assist the Executive Director in the development of new program initiatives and will carry out other responsibilities as assigned by the Executive Director.

#### **Responsibilities include:**

- Develop and implement LISC work in comprehensive community revitalization plans with CDCs and multiple community, public, and private-sector representatives. Work with the Program Director, city officials and private sector representatives to assemble the financial resources necessary to
- Underwrite and monitor LISC loans and grants to CDCs for affordable housing, implement comprehensive neighborhood development plans, commercial real estate, child care centers, and other community serving activities.
- Work with LISC programs for the revitalization of commercial corridors and to provide financing for neighborhood serving retail businesses.
- In conjunction with other Boston LISC staff, manage key CDC operating support programs, including identification of capacity building needs and coordinating delivery of technical assistance.

- With assistance from the Program Director and other LISC staff, raise additional resources for the Boston LISC program.

### **Qualifications**

1. Minimum five years experience in residential and/or commercial real estate development and finance, preferably in a non-profit development setting.
2. Experience in working with a variety of community, public, and private sector actors to design and implement neighborhood revitalization programs.
3. Proven ability to work effectively with staff and board leadership of neighborhood based CDCs.
4. Excellent oral and written communication skills.
5. Familiarity with Massachusetts housing and economic development issues, financing sources, underwriting issues, organizations, resources, and neighborhood planning issues.
6. Experience in underwriting or financial packaging of real estate development projects.
7. Good computer skills: word processing, spreadsheets. Knowledge of Word and Excel.
8. Bachelors Degree in related field. Graduate degree in urban planning, real estate, public administration, or business preferred.
9. Ability to work independently.

### **Compensation**

Competitive based upon qualifications. Excellent benefit package.

**Qualified applicants should forward cover letter and resume by  
April 18, 2008 to:**

Bob Van Meter  
Executive Director  
Local Initiatives Support Corporation  
95 Berkeley Street, Suite 202  
Boston, Ma 02116

or email: [bvanmeter@lisc.org](mailto:bvanmeter@lisc.org)

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER**