



Job Description

Program Officer, Educational Facilities Financing Center

The Local Initiatives Support Corporation (LISC) seeks qualified candidates for the position of Program Officer, Educational Facilities Financing Center (EFFC). LISC is a national non-profit organization that provides financial and technical assistance to community-based organizations that are 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 comprehensive support for neighborhood development and working to enhance the overall community development sector.

LISC's EFFC supports the development of quality public charter and alternative schools in underserved communities through the provision of technical assistance and facilities financing. The EFFC pools low-interest loan and credit enhancement monies and leverages them for investment in local educational facilities funds that help finance new or renovated facilities for multiple schools in a single geographic market or nonprofit charter management organization. LISC has raised \$60 million for this effort, with primary support from the Walton Family Foundation, Prudential Financial and the U.S. Department of Education.

The Program Officer will be involved in all of the Center's ongoing activities and will report to the Vice President of Education Programs (Director of the EFFC).

Principal Areas of Responsibility:

- ◆ Financial structuring and modeling of loan and credit enhancement pools (local funds).
- ◆ Underwriting individual transactions financed through LISC-administered local funds.
- ◆ Offering primary support and technical assistance to the 30 LISC local program offices in the underwriting of facilities financings for individual schools in their program areas.
- ◆ Data collection and monitoring of student achievement and the financial performance of LISC's educational facilities portfolio.
- ◆ Developing EFFC marketing materials for distribution internally within LISC and externally to current and potential funders, community developers, government

officials, the media, charter school support organizations, and other charter school stakeholders.

- ◆ Researching and writing EFFC publications, such as the *Landscape* series, as part of Center's ongoing dissemination of best practices in charter school facilities financing.
- ◆ Providing support to the Center's Director in assessing and reporting on the EFFC's performance to appropriate internal and external audiences.
- ◆ Maintaining the EFFC's intranet and internet web sites within the national LISC sites.

Qualifications and Skills:

- ◆ Bachelor's degree required and two to five years of related professional experience in education and/or finance.
- ◆ Experience in underwriting and/or project financing, especially in the area of educational or other community facilities.
- ◆ Understanding of the specific issues related to the creation of community-based charter school facilities.
- ◆ Detail- and team-oriented, with excellent analytical and writing skills.

Position is based in New York City; some travel is required.

LISC offers a competitive salary and excellent benefits.

For consideration, please forward a cover letter and resume to:

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