



LOCAL INITIATIVES SUPPORT CORPORATION

Title: Community Development Associate – Legal - New York City

Background:

LISC is a national non-profit organization which provides financial and technical assistance to neighborhood-based nonprofit community development corporations (CDCs) working to improve housing and economic conditions in older, central city neighborhoods.

The New York City program works with over 70 CDCs and community-based entrepreneurs throughout the City to develop affordable multi-family rental housing, homeownership opportunities, commercial enterprises, community facilities, and community building programs focusing on areas such as health care, public safety, and education.

Responsibilities:

LISC seeks a Community Development Associate who will provide assistance to the Chief Legal Officer for New York City with the following functions:

- Administering the New York Equity Fund pre-closing, closing and post-closing clean-up process for low income housing tax credit syndication closings including:
 - Maintaining and updating low income housing tax credit legal files;
 - Tracking of key transaction data including closing dates, funds, project phases, names and contact information for various counsel on each transaction with LISC project staff, city government and external partners;
 - Entering data and maintaining automated project data management system;
 - Reviewing low income housing tax credit closing binders for checklist compliance and following up for incomplete compliance documents;
 - Maintaining document files for closings and tracking documents received from and sent to outside counsel, accounting and internal auditors;
 - Assisting with obtaining closing checklist compliance;
 - Assisting with the review of disbursement requests;
 - Responding to inquiries from LISC NYC's government and non-profit partners with regard to the closing process;
 - Managing payment process and tracking payments to outside counsel;
 - Distributing model documents;
 - Advising Chief Legal Officer when legal troubleshooting required.

- Assisting the Chief Legal Officer with other legal functions including:
 - Assisting with the tasks and responsibilities associated with special legal matters and the development of new programs;
 - Preparing first drafts of basic loan documents;

- Preparing first drafts of technology contracts;
 - Assisting with the responsibilities and tasks associated with loan workouts and restructures;
 - Taking notes and preparing minutes for major meetings;
 - Tracking the closing process of predevelopment, acquisition, construction and mini-permanent loans.
- Responsible for the Chief Legal Officer's administrative needs, including scheduling meetings, drafting correspondence, inputting data, filing and copying.

Qualifications:

- Motivated and eager to learn specific skills in community development and legal fields.
- Ability to work in a team setting and flexibility to work with a variety of people.
- Excellent written and strong oral communication skills.
- Strong organizational skills; efficient and detail-oriented; ability to take the initiative.
- Demonstration of commitment to work in the nonprofit sector.
- Bachelor's Degree in a related field or relevant work or internship experience.
- Microsoft Word, Excel, and Access skills.

LISC offers a competitive non-profit salary and excellent benefits.

Contact:

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