LOCAL INITIATIVES SUPPORT CORPORATION
Position Description

POSITION TITLE: Analyst, Construction, Strategic Investments
REPORTS TO: Senior Director of Fund Performance & Management, Strategic Investments
JOB CLASSIFICATION: Full Time / Exempt
LOCATION: Washington, DC or Remote

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 40 years, LISC and its affiliates have invested approximately $24 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 38 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

About Strategic Investments
The LISC Strategic Investments team leads the design, development, and deployment of impact investment funds in LISC’s local markets nationwide. Strategic Investments employs an “impact first” investment methodology that optimizes the impact on the communities we care about while achieving sustainable risk-adjusted returns for investors.

The unique power of LISCs local office presence combined with the strength of our national investment expertise is a powerful combination for creating real impact in the communities we serve. This network requires careful coordination between Strategic Investments, the LISC Local Offices, and other stakeholders within LISC. While many groups within the LISC organization support fund management activities, the Strategic Investments team is ultimately responsible for ensuring a successful track record for LISC’s off balance sheet fund investments. Visit us at www.liscstrategicinvestments.org

ABOUT THIS ROLE

The Strategic Investments team has been organized into functional expertise groups that lead and support the activities necessary to design, raise, deploy, and manage Impact Funds. Those functional groups are listed below:
1. Fund Design & Modeling – initial fund concept design and modeling, market testing
2. Fund Development – raising money from investors for the fund
3. Fund Deployment – creating the investment origination strategy and managing the underwriting and investment process
4. Fund Performance & Measurement – managing the performance of existing investments and conduit funds, oversight of financial statements & impact reporting

This role will support the Fund Performance function. More specifically, the Analyst, Construction position will support the review of construction budgets, advances, and disbursements of investments to proactively prevent issues that might affect the performance of the Funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The following are an indication of the position’s core responsibilities; these are intended to illustrate the scope of responsibilities and are not exclusive of other duties that may be required.

- Reviews requests for construction draw requests against established budgets scope and identifies any discrepancies and exceptions. Prepare spreadsheets to review balances between project costs and funding sources. Proficient in understanding and using AIA G702-703 for general contractor payment application reviews.
- Review construction inspection reports prepared by third parties to ensure draw requests are in line with work completed. Tracks construction progress and identifies any construction risks and impact on budget and schedule.
- Acts as the point of contact for borrower for construction draw review and processing.
- Coordinate disbursement of funds to borrowers in accordance with appropriate policies and procedures.
- Track construction budgets against work completed. Maintain internal record keeping of loan disbursements and project progress.
- Reviews all draw documentation including lien waivers, invoices, and owner’s sworn statement.
- Problem solving with borrowers, internal teams, and offer recommendations when issues arise related to construction draws.
- Supporting quarterly presentations on construction lending to internal team.
- Coordinate across multiple internal teams, providing information about draw requests and construction completion.
- Project management and organizational skills using varied tracking tools
- Perform all other duties as assigned.

MINIMUM QUALIFICATIONS
- Bachelor’s degree from an accredited college or university. Preferred bachelor’s degree in architecture, construction management, economics, finance, urban planning, real estate management, or related field.
- Minimum three (3) years of non-consumer lending experience, preferred.
- Working knowledge of real estate and/or business lending preferred.
- Construction experience required, construction lending or management, or work experience as or for a General Contractor, as an Owner’s Representative for commercial or housing projects, or as a Construction Assistant Project Manager preferred.
- Extremely detailed oriented and able to self-manage daily activities and deadlines
- Strong relationship skills.
- Experience in Microsoft Excel (e.g. If/then statements, pivot tables) required.

LOCATION & COMPENSATION & TRAVEL
LISC offers a competitive salary and excellent fringe benefits. This position is expected to travel less than once per month, up to 15% annually.
To apply, please send a cover letter and resume via email to: strategicinvestments@lisc.org. Please be certain to include the title of the position for which you are applying and your name in both the subject of your email.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY, EQUITY, INCLUSION AND JUSTICE