



**NEIGHBORHOOD ALLIES VISION:** We envision a Pittsburgh with healthy neighborhoods that are thriving, resilient, and livable for all.

**NEIGHBORHOOD ALLIES MISSION:** Neighborhood Allies works to support the people, organizations and partnerships committed to creating and maintaining thriving neighborhoods.

**LISC Background:** LISC is a national non-profit intermediary that provides financial and technical assistance to community-based organizations, public agencies and private (for-profit) entities focused on the redevelopment of urban neighborhoods and rural communities. Active in over 30 cities around the country, LISC is the nation's leading nonprofit support organization in the affordable housing and community development field. Founded in 1980 in New York with seed money from the Ford Foundation and several Fortune 500 companies, LISC provides low-interest loans, grants, training, and technical assistance to support organizational development; community and economic development programs; and "bricks-and-mortar" projects developed by non-profit community development organizations.

Neighborhood Allies and LISC share a unique partnership that allows local and national resources to work on behalf of Pittsburgh's neighborhoods. This position will be funded by Neighborhood Allies, but employed by LISC.

**Position:** Program Manager/ Lending and Financial Services  
**Status:** Full-time LISC employee working out of Neighborhood Allies office  
**Reports to:** Dual reporting to President of Neighborhood Allies and Program Vice President at LISC

Neighborhood Allies, in partnership with Local Initiatives Support Corporation (LISC), seeks an assertive, high performing individual to fill a Program Manager/Financial Services position. This position is responsible for the underwriting, documentation and administration of all pre-development, acquisition, construction, bridge, commercial and term financing, as well as grants provide for real estate developments sponsored by non-profit organizations and other community development partners of LISC and Neighborhood Allies. The Financial Services Manager will assist the President in the development of new program initiatives and will carry out other responsibilities as assigned. Additional assigned duties may include programmatic responsibilities for one of the Neighborhood Allies designated priority neighborhoods, but only if and when the primary duties as Financial Services Manager allow.

**Key Responsibilities Include:**

- Provide general management and oversight of all investment activity, including origination, documentation, risk analysis and monitoring.
- Work with community development partners to assess feasibility, develop realistic financing strategies, and access public subsidies and conventional financing in order to assure successful project execution.
- Identify and develop sound real estate deals that will match LISC's investment targets for lending.

- Supervise work of program support staff, as appropriate.
- Serve as primary liaison to national LISC office relative to loan monitoring and portfolio management.
- Assist the President in the development of new program initiatives related to place-making, neighborhood real estate capacity building, and the coordination of the new Real Estate and Finance Network.
- Maintain relationships with other local community development lenders and intermediaries.
- Staff meetings of real estate or lending groups, as appropriate.
- Develop and maintain databases of LISC's investment portfolio.
- Prepare informational material for prospective borrowers on loan products, underwriting standards and application processes.
- Work collaboratively and in conjunction with other staff to prepare annual budgets, review financial performance, respond to compliance matters, develop internal policies and procedures, and participate in other fiscal responsibilities.
- Work to integrate and coordinate LISC and Neighborhood Allies' Lending and Community Building programs.
- Minimal travel required. Attend job training at national LISC headquarters in New York, NY; and attend any necessary LISC national staff meetings, conferences, and trainings throughout the year.

## **QUALIFICATIONS**

### **Knowledge of:**

- Real estate development and financing, including the construction lending process and procedures; primarily in the area of low-income housing development by community development corporations, non-profit agencies, and housing authorities.
- Loan underwriting techniques, financial analysis, analysis and evaluation of financial statements.

### **Ability to:**

- Demonstrate strong written and verbal communication skills.
- Exhibit strong familiarity with principles of affordable housing funding programs and mechanisms including local, state, federal housing and community development programs, and low-income housing tax credits.
- Proven strong familiarity with roles of architects, contractors, attorneys, syndicators, appraisers, environmental engineers, realtors and other allied professionals in the development process and their impact on real estate lending analysis.
- Understand basic underwriting issues with respect to non-residential real estate development.
- Work easily with computer office software, specifically Microsoft Word and Excel; very strong Excel skills required.
- Work with individuals of diverse racial, ethnic, economic, social and educational backgrounds.
- Display the characteristics of being a self-starter/initiator who can build strong relationships and move projects forward.
- Prioritize and handle multiple tasks.
- Demonstrate familiarity with the economic, underwriting, land acquisition, political and social environment.

- Exhibit interest in and be committed to the revitalization of low- and moderate-income communities.
- Understand intangibles and group process; a good sense of humor, patience, integrity.

**Experience:**

- At least five years in banking with commercial or commercial real estate lending (preferably both).
- Credit administration experience is not required, but is a preference.
- Familiarity with or experience in community development, in lending or investing, and including rental, homeownership and non-residential development will be a definite plus.

**Education and Training:**

Bachelor's degree and a minimum of five years' experience in the field of community development, including significant responsibilities for real estate development. Masters Degree in finance, business administration, urban planning, public administration or similar field preferred. (Additional relevant work experience may be substituted.)

**SALARY:**

Competitive salary and excellent benefits are offered. This position will receive a LISC salary and full benefits package.

**TO APPLY:**

Please send cover letter, resume and salary requirements to both:

Neighborhood Allies & Local Initiatives Support Corporation

[hgaggos@lisc.org](mailto:hgaggos@lisc.org)

[liz@neighborhoodallies.org](mailto:liz@neighborhoodallies.org)

No phone calls please.

NEIGHBORHOOD ALLIES AND LISC ARE EQUAL OPPORTUNITY EMPLOYERS COMMITTED TO DIVERSITY AND INCLUSION.