



Program Officer Position – Housing

Background

Philadelphia Local Initiatives Support Corporation (LISC) is the local office of LISC, a national nonprofit community development organization that has invested \$16.2 billion in 30 cities across the United States. LISC combines corporate, government, and philanthropic resources to help community-based organizations revitalize underserved neighborhoods. Philadelphia LISC is a catalyst for community change, working with partners to strengthen neighborhoods and improve the lives of residents. Since 1980, Philadelphia LISC has invested \$390 million to build or preserve 8,075 affordable homes and apartments and develop 1.8 million square feet of retail, community, and educational space. LISC works with community partners to build sustainable communities, which includes: developing, preserving and investing in housing and other real estate; increasing family income and wealth; stimulating local and regional economic activity; improving access to quality education; fostering livable, safe and healthy environments; promoting arts and culture; and strengthening community leadership. The Philadelphia LISC staff conducts much of its work in multi-disciplinary teams and emphasizes *impact, collaboration and engagement* in its approach to community development. For more information about LISC, visit www.lisc.org and the Philadelphia office at www.lisc.org/philly.

Description

Philadelphia LISC seeks a Program Officer to implement a multi-faceted approach that builds upon our intermediary role and reinforces LISC's local housing strategy, which emphasizes affordable, equitable housing options in neighborhoods, especially our three Sustainable Communities (SCI): Kensington, Eastern North and West Philadelphia. Our priority housing activities include home repair, preservation of affordable rental housing, mixed-use development, and equitable development and workforce housing in gentrifying neighborhoods. This could be structured as a *full-time or part-time position* depending upon LISC's needs and the candidate's needs and qualifications. The position reports to the Deputy Director.

Specific Job Responsibilities:

- Work with the Philadelphia LISC leadership team to refine and operationalize our strategic housing initiatives, identify opportunities and partners, and develop and implement a work plan.
- Work collaboratively and effectively with co-workers, consultants, and national LISC staff to develop and advance our local housing strategy.
- Provide capacity building and technical assistance to CDCs and other implementation partners, helping to problem-solve and develop real estate development and affordable housing competencies.
- Perform preliminary feasibility analysis of community partners' housing development projects and programs. This includes feasibility and predevelopment; acquisition, construction and permanent financing; and equity investments.
- Work under deadlines with cross-functional teams of private and nonprofit real estate developers, governmental agencies, lenders, and equity investors to structure and advance affordable housing and mixed-use developments.
- Develop and manage relationships with various partners including community-based organizations, elected officials, mission-driven developers, impact investors, financial institutions and local, state, and federal agencies.
- Support efforts to refine and implement the City-wide strategic housing plan for the City of Philadelphia.
- Work closely with public sector agencies to promote policies and strategies that support LISC housing priorities.
- Assist with the design and development of public sector programs, such as a new home repair fund; new mixed-use financing; and the City's plan for Affirmatively Furthering Fair Housing.

- Facilitate neighborhood-level strategic housing planning and program design that is integrated into comprehensive community development in LISC's priority neighborhoods of West Philadelphia, Eastern North Philadelphia and Kensington.
- Manage Philadelphia LISC's Housing Investment Fund, which will provide catalytic seed grants, program investments for predevelopment and equity to support projects that aim to develop and preserve affordable housing and mixed-use development.
- Prepare and oversee grants, contracts, and consultants and manage program budgets.
- Prepare reports and findings of various initiatives for funders and other stakeholders as needed.
- Represent LISC in other place-based initiatives and city-wide as an expert on affordable housing and real estate development and share best practices at conferences, trainings, and events.
- Assume responsibility for special projects and duties as assigned.

Qualifications:

- Minimum 10 years' experience in real estate development, affordable housing, housing finance, or other relevant field work in diverse urban environments, inclusive of academic career.
- Master's degree preferred in real estate, finance, urban studies, government administration, business administration or other relevant field.
- Commitment to working in a small team with a desire to learn from colleagues, supporting and encouraging each other in the pursuit of excellence.
- Demonstrated leadership ability to grow and advance LISC priorities with minimal supervision.
- Proven skills in financial analysis, including ability to read project pro formas and organizational financial statements.
- Excellent project management skills with capacity to work simultaneously on multiple tasks and projects and deliver on deadline. Real estate development experience highly desired.
- Deep knowledge of housing and mixed use resources, programs and funding available at the local, state, and federal levels.
- Demonstrated experience in bringing together a diverse range of individuals and organizations, including but not limited to residents, community development organizations, universities, public agencies, developers, and funders.
- Excellent judgment, maturity, integrity, professionalism, interpersonal and managerial skills; experience managing consultants required.
- Ability to work collaboratively with others. Flexibility and poise in dealing with a diverse range of individuals and organizations.
- Excellent writing and verbal communication skills are essential. Exceptional skills in Word and Excel a must.
- Knowledge of Philadelphia neighborhoods and real estate market preferred.

Please submit detailed cover letter with salary expectation, resume, and writing sample by October 31, 2016 to Dana Hanchin, Deputy Director at dhanchin@lisc.org. Incomplete applications will not be reviewed, including failure to comply with the request for salary requirements.

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION**