

**LOW INCOME INVESTMENT FUND  
NATIONAL LENDING INITIATIVES OFFICER**

**Reports to:** Director, National Lending Initiatives

**Exempt Classification:** Exempt

**Status:** Regular, Full-Time

**Location:** San Francisco, CA; Los Angeles, CA; New York, NY; or Washington D.C.

**POSITION SUMMARY:**

The National Lending Initiatives Officer (the “Initiatives Officer”) is responsible for the creation, management and deployment of a portfolio of Funds and other Structured Products which use LIIF’s capital in combination with other financing sources – including conventional bank debt, CDFI or other mission-aligned financing, philanthropic funds, and state/federal subsidies - to support the development of affordable housing and/or or mixed-use facilities. In this role, the Initiatives Officer will support the management and expansion of LIIF’s national fund business, as well as oversee critical federal programs that enhance LIIF’s core lending activities.

**REPORTING RELATIONSHIPS:**

The Initiatives Officer reports to the Director, National Lending Initiatives (the “Director”), and is part of the Structured Products team. This position will also work closely with the Vice President Structured Products & Capital Markets, Chief Credit Officer as well as regional lending, asset management, legal and finance teams.

As part of the broader Community Initiatives & Programs team, the Initiatives Officer ultimately works to support the achievement of regional and overall Lending work plan goals.

**ESSENTIAL FUNCTIONS:**

**Fund Development & Structuring:** LIIF currently leads eight regional and national funds, each of which leverage a combination of LIIF capital and bank debt, CDFI financing, philanthropic dollars, or state/federal subsidies. The Initiatives Officer will work closely with the Director to assess the viability of new opportunities, structure new Funds, or revamp existing Funds.

Activities include:

- working with external Lending partners to develop Fund priorities and structure;
- coordinating with internal Lending staff and legal counsel to negotiate Fund development process with external parties;
- creating financial models to determine the Fund’s economics;
- preparing proposals and/or presentations to pitch LIIF as a Fund Manager and/or raise public or private capital;
- seeking internal approval for Fund creation and/or amendment; and
- creating standards and processes for Fund operations and deployment.

### **National Fund Originations Activities:**

The Initiatives Officer will serve as the subject matter expert for a portfolio of Funds that utilize LIIF's capital to leverage bank debt, CDFI or other mission-aligned financing, philanthropic funds, and/or state/federal subsidies. As a result, activities may involve transactions in which LIIF or an external party is the originating lender.

Key Fund originations activities include:

- **Pipeline:** Work with LIIF Loan Officers and, as appropriate, other originating lenders to maintain an ongoing pipeline of potential transactions for LIIF's national funds, and support the Director in managing each Fund's selection process for prioritizing transactions. The Initiatives Officer should also ensure all pipeline projects meet all eligibility requirements of each Fund.
- **Underwriting Transactions:** Collaborate with Regional Market Directors and Loan Officers to source, underwrite and close loans that utilize LIIF's national Funds. Responsibilities include: confirming project eligibility; ensuring loan terms and transaction structure are compliant with the relevant funding source; and guiding regional lending teams on specific underwriting requirements / closing processes.

### **Ongoing Fund Management:**

The Initiatives Officer will play a critical role as LIIF's internal subject matter expert and external relationship manager for a portfolio of funds and other structure products that involve Investors, credit enhancement providers and/or partnering Lenders.

Ongoing fund management responsibilities include:

- Create and maintain internal resources to guide Loan Officers, Asset Managers and Credit Associates on the use of each fund, including marketing materials to be used for external audiences.
- Develop relationships with all Fund participants.
- Work closely with the Director to ensure LIIF is compliant with the Standards & Processes developed for each Fund.
- Seek internal and external approval for and process any Fund modification or extension of origination periods or Fund maturity dates as necessary.

**Federal Programs:** The Initiatives Officer will also assist in overseeing LIIF's federal programs that are used to enhance LIIF's fund structures and core lending activities, including the Capital Magnet Fund and Healthy Food Financing Initiative. Activities include: managing pipelines and availability of funds; guiding regional lending teams on specific eligibility requirements / closing processes; and creating and maintaining internal resources to guide internal LIIF Staff on the use of funds.

**Customer Service:** The Initiatives Officer will maintain a positive and professional relationship with LIIF's internal associates as well as external customers and business partners by initiating and responding promptly to any and all requests in a responsive, consistent, and accurate manner.

### **OTHER FUNCTIONS AS ASSIGNED.**

## **SKILLS REQUIRED:**

The ideal candidate for this position will have these key qualifications:

- Five plus years of experience in real estate-based lending, including credit analysis, deal structuring, due diligence, and loan closings (familiarity with loan documents is assumed).
- Proficiency in analyzing financials of nonprofit organizations, for profit developers and real estate operations (in particular, rental housing and community facilities)
- Familiarity with federal, state, and local government funding sources for multi-family housing, special needs housing, and community facilities (e.g. child care centers, health and educational programs, etc.)
- Working experience with both private sector financial institutions and public agencies
- Computer aptitude, including knowledge of Microsoft Office Suite Programs, and other database software
- Excellent skills in managing multiple tasks requiring strong attention to detail
- Strong communication skills
- Self-motivation, dedication, and flexibility
- Specific experience in affordable housing finance a plus.

## **EDUCATIONAL AND OTHER REQUIREMENTS:**

Educational background should include degree work in a relevant area of study such as real estate, urban planning, business administration or finance. A bachelor's degree is required although an advanced degree is preferred. In addition, the position requires a high degree of self-motivation, dedication, creativity, and perseverance; flexibility with time and travel; and willingness to accept a demanding (and personally satisfying) position. Excellent teamwork and strong time management skills are essential.