

Position Profile



Low Income Investment Fund (LIIF)
Deputy Director Northeast





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The Organization



What we do

The Low-Income Investment Fund (LIIF) is a non-profit community development financial institution, with headquarters in San Francisco and offices in Los Angeles, New York, Atlanta and Washington D.C. LIIF builds healthy communities by bridging the gap between private capital markets and low-income neighborhoods. LIIF is a steward for capital invested in affordable housing, childcare, job training programs, education, and other community initiatives.





Who we are

Everyone in the United States should benefit from living in a community of opportunity, equity and well-being. LIIF mobilizes capital and partners to achieve this vision for people and communities.

Communities of Opportunity, Equity and Well-Being

We believe that a community of opportunity, equity and well-being provides its residents affordable housing, high-quality educational opportunities, the ability to live healthy and active lives and good jobs. These communities foster a sense of belonging, value civic engagement and promote equity and justice.

LIIF Impact



\$2.9B

Invested in
communities



2.3M

People Served



87k

Homes created or
preserved



280k

Childcare slots
created, preserved
or enhanced

About New York, NY



New York City, also known as the New York, NYC, The Big Apple, or The City by locals has been described as the cultural, financial, and media capital of the world, significantly influencing commerce, entertainment, research, technology, education, politics, tourism, dining, art, fashion, and sports.



It is the most populous city in the United States. It is made up of 5 boroughs: Manhattan, Brooklyn, Queens, the Bronx and Staten Island, all of which were “grouped” together into a single city in 1898.

The Candidate Profile



Position Description



Title: Deputy Director Northeast –
Affordable Housing



Organization: Low Income Investment Fund
(LIIF)



Reports to: Vice President, Northeast & Mid-
Atlantic Regions



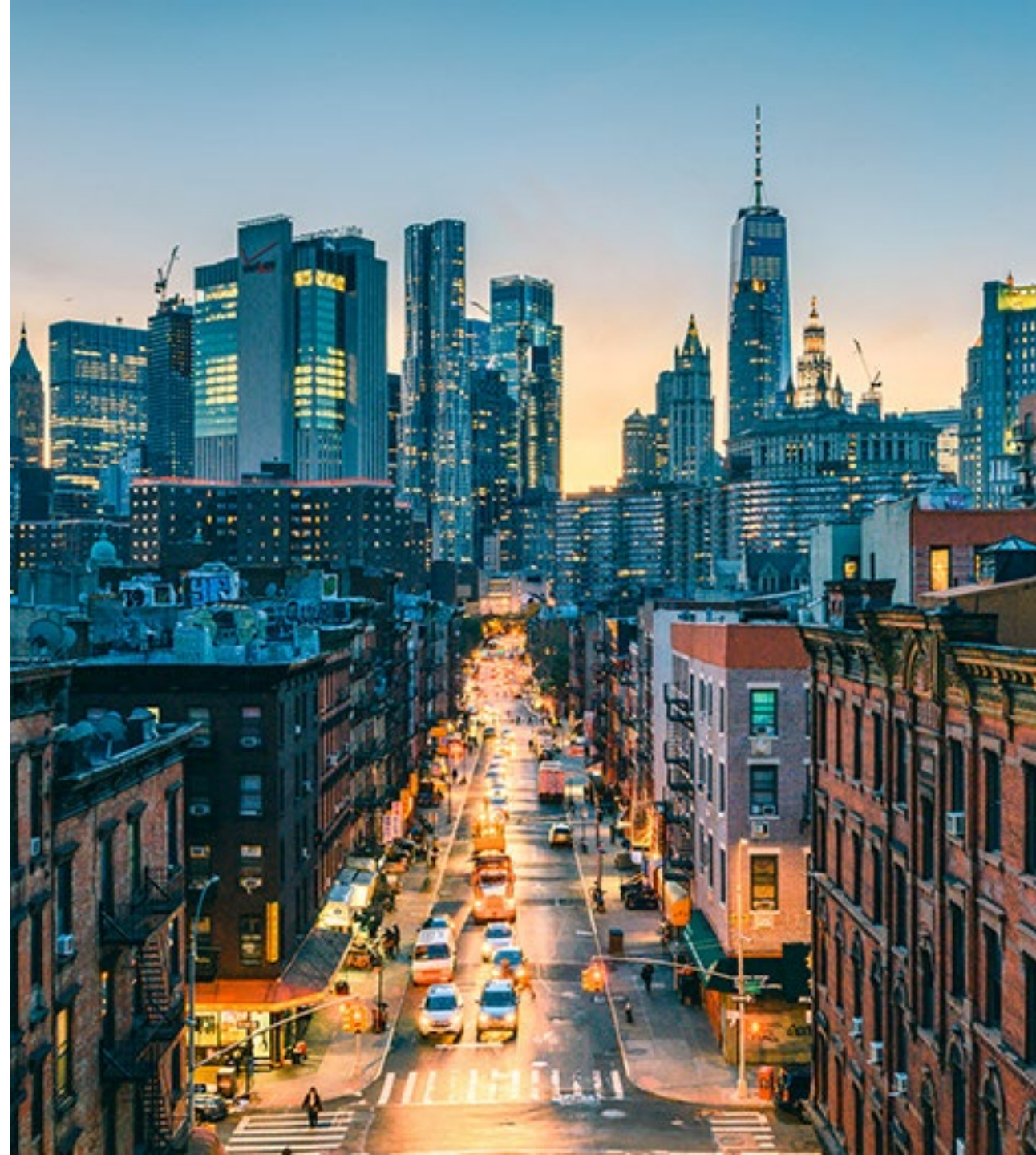
Direct Reports: Market Growth Dependent



Location: New York, NY



Website: www.liifund.org





Position Summary

Working under the direction of the Vice President, Northeast and Mid-Atlantic Regions, the Deputy Director Northeast- Affordable Housing (DDNE) is the leader of LIIF's affordable housing activities in LIIF's Northeast market, focused primarily on the New York City metropolitan area but also including New York State, New Jersey, and New England (Market). The DDNE is accountable for positioning LIIF as a leader in affordable housing in the Market. The DDNE is also accountable for achieving expected financial outcomes, including loan production, as developed in LIIF's strategic plan, annual work plans and budgets. Travel in the Market is required and may be frequent.

Required Knowledge, Skills and Abilities ("Must Haves")

- Demonstrated track record in **New York City Metro Area** affordable housing real estate-based lending, including strong analytical, deal structuring, underwriting, credit and risk mitigation capabilities
- Have a clear passion for work in low-income communities, including 10 or more years of experience in lending, and the ability to translate that passion into action
- Proven track record in community development finance, product and initiative development, as well as internal and external relationship development
- Excellent listening, creativity and innovation capabilities; well-developed team building and collaboration skills; strong DEI lens and focus coupled with must be genuinely committed to advancing racial equity and have some fluency with the historic issues and barriers relevant to LIIF's work,
- Superior communication, interpersonal, presentation, relationship management, influencing, negotiation, persuasiveness and diplomacy skills



Other Desired Skills and Abilities

- Knows, through direct research and interaction with others in the field, the lending opportunities for affordable housing in the marketplace
- Experience in analyzing financials of nonprofit organizations and real estate operations (in particular, rental housing) preferred
- 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 marketing, organizing and time-management skills
- Knowledge of CDFI Fund programs and best practices at other CDFIs or Community Development Banks is beneficial
- Strategic thinker with ability to create broad and deep relationships with affordable housing developers
- Is able to create partnerships with other financial services providers; consultants; equity providers; local government agencies and public officials; technical assistance providers; and other stakeholders involved in community development work
- Familiarity with federal, state, and local government funding sources for capital and operating needs of multi-family housing and special needs housing
- Works toward building a book of business that provides sustainability to LIIF by attracting quality lending opportunities; proposing transactional structures; growing revenue; and balancing mission with credit quality
- Excellent teamwork and strong time management skills are essential
- Working experience with both private sector financial institutions and public agencies

Essential Duties and Responsibilities

The DDNE is responsible for implementing the strategic direction and lending activities for affordable housing within his/her region. The DDNE, in consultation with the Vice President, will develop a market coverage plan for the region.

Business/Lending Management: The DDNE is accountable for loan origination activities, including conducting and/or oversight of originating, structuring, underwriting and closing transactions.

Marketing and Business Development/Fundraising: The DDNE, working with LIIF's Development and Communications staff, leads affordable housing business development efforts within the region. The DDNE is responsible for developing and maintaining relationships with key community development stakeholders, including government officials, policy makers, customers, funders, and others. In some cases, the point person on these relationships may be the CEO, President, Chief Financial Officer, Chief Lending Officer, or Vice President, in which case the Deputy Director will coordinate with them and provide support as needed.

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Essential Duties and Responsibilities (continued)

Program Management and Development: The DDNE will be directly responsible for managing assigned program activity in her/his region. The DDNE may also be asked to assist the Executive Team and VP in the development and execution of new programs and initiatives.

New Loan Product Development: The DDNE, working with the Market Director and VP, assists in the creation of new loan products. New product development is intended to provide additional services to the community development field and to innovate as the needs of the field change.

Credit and Risk Management: The DDNE and Director will be required to work closely with the CCO and Manager of Asset Management to maintain portfolio quality and manage troubled assets within their region.

Financial Accountability: The DDNE will be fully accountable for the operating results of LIIF's affordable housing lending program initiatives within the Market. This includes lending net income, self-sufficiency, and volume goals; expense management; and goals contained in the lending program work plans and relevant goals within LIIFs strategic plan.

Policy: Working with the LIIF's Policy group, the DDNE may provide direction, input, guidance and support on local, state and national legislative and policy initiatives relating to LIIF's lending and program activities.

Measures of First Year Success



Relationships

- Build, grow and cultivate strong client and internal/Team relationships
- Drive and gain traction with client relationships, establish a strong presence and be visible to major players in the market
- Attend conference, collaborate and partner to create networks and referral sources



LIIF Product Knowledge

- Become fully indoctrinated and gain a solid grasp of LIIF's lending products, solutions and systems
- Understands how to present LIIF principles and products in such a way as to attract lending opportunities in the marketplace



Deals & Volume

- Make significant progress towards 4 – 6 Affordable Housing deals in-process
- Penetrate and grow the NE market, expand the team and secure a Senior Loan Officer
- Provide sound underwriting and sound deal structuring and analysis

Education 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.

Compensation

LIIF offers a competitive salary commensurate with experience, as well as excellent benefits and perks including but not limited to:

- Health
- Dental
- Life, Short and Long-Term Disability Insurance
- 403(b) Retirement Plan
- Generous paid time off program



BroadView Talent Partners Team

LIIF has retained BroadView Talent Partners to lead this search.
“Interested and Qualified” candidates should contact:



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About BroadView Talent Partners

Executives in affordable housing, nonprofit, and middle market organizations retain BroadView Talent Partners to fill senior leadership team positions because they value our specialized knowledge and proven process for identifying executive talent using our unmatched national network, commitment to diversity, equity, and inclusion (DEI), and record of long-tenured placements.





Thank you!