



Integration Project Manager

Job Title: Integration Project Manager

Employer: National Affordable Housing Trust (in partnership with Low Income Investment Fund)

Location: Flexible, Columbus, Ohio preferred

THE COMPANY: The Low Income Investment Fund (LIIF) is a leading national non-profit community development financial institution (CDFI). With headquarters in San Francisco and offices in Los Angeles, New York and Washington D.C., LIIF's community investments target the nations' most in need communities. We build healthy communities by bridging the gap between private capital markets and low-income neighborhoods to support affordable housing, childcare, education and other community initiatives.

National Affordable Housing Trust (NAHT) is a nonprofit low income housing tax credit (LIHTC) syndicator, specialized financial intermediary and development advisory firm. NAHT raises LIHTC equity from national and regional investors, and provides this equity to mission-driven developers and owners who provide quality affordable housing, with resident-focused solutions.

NAHT's mission is to help create and preserve homes for those in need.

LIIF and NAHT are joint venture partners. NAHT will be the employer of record.

POSITION SUMMARY:

The Integration Specialist is responsible for helping to identify, facilitate and report post-closing integration projects related to the LIIF, Stewards of Affordable Housing for the Future, and NAHT joint venture (the "J/V"). This role has the overall responsibility for reporting on the delivery of J/V integration projects, helping to facilitate efforts across the multiple organizations to achieve strategic and tactical objectives and success.

The ideal candidate will have strong project management, systems, and business analysis experience. The individual should have the ability to support and report on strategic initiatives working with the assigned project team from various departments across both LIIF and NAHT, including Originations, Lending Production, Investor Relationships, Asset and Fund Management, Operations, Accounting and Finance. The position reports to the President of LIIF, with a dotted line to the CEO and President of NAHT. The position will work closely with LIIF's VP of National Markets and provide reporting and consult with the CEO of SAHF. This position may require travel to LIIF and NAHT offices, including New York City, San Francisco, Columbus, OH and Washington, DC. Experience in Affordable Housing, CDFI's and Community Development Finance is preferred. This position is expected to have a tenure of 12 to 18 months and is full time.



Duties and Responsibilities

- Conduct planning and execution of assigned projects through all phases of the project lifecycle, from initial discovery through successful delivery including mapping processes and facilitating working sessions, brainstorming sessions and workshops across NAHT and LIIF and when appropriate SAHF.
- Support NAHT and LIIF leadership in identifying, creating and facilitate management of an Integration Team that will create and execute on a Year One Integration Plan. This will include all aspects of the business, including Human Resources, IT, debt and equity origination, asset and fund management, and finance and accounting.
- Contribute to the management of existing and development of new philanthropic funders of the J/V, including tracking and reporting on funder deliverables.
- Leverage technology to automate manual work and simplify processes where feasible to create a highly scalable, flexible, and efficient infrastructure
- Develop and maintain project plans and reporting on J/V to leadership and Boards of all three organizations, including Integration Plan status, roadblocks, and actions.
- Work cross-functionally to solve problems and implement changes
- Communicate clearly with senior level stakeholders on an as needed basis and effectively present solutions

Qualifications and Skills

- College diploma or university degree in the field of business administration, computer science, finance, accounting, or information systems
- 3 to 5 years' experience in acquisition/combinaton integration, project management, or consulting
- Experience in affordable housing or community development finance, specifically helpful – LIHTC Syndication and CDFIs.
- Effective communication, presentation and writing skills
- Driven by process and efficiency
- Understanding of the Project Management Institute (PMI) framework
- Knowledge of various project management methodologies (e.g., agile/scrum) preferred
- Ability to work comfortably with incomplete information and deal with ambiguity in a fast-paced environment
- Ability to work within a team, take the initiative and show strong attention to detail



- * Ability to create concise and decision-supporting analysis
- Proactive problem solver, expected to present problems and recommendations simultaneously
- Positive attitude, commitment to excellence and integrity
- Self-Driven individual with high level of motivation

How to Apply:

If you are interested in applying to the Low Income Investment Fund,
Please e-mail cover letter and resume to:

Low Income Investment Fund
Attn. Human Resources
49 Stevenson Street, Suite 300
San Francisco, CA 94105

E: careers@liifund.org

No phone calls or other LIIF email addresses please.
Only candidates being considered for a position will be contacted.