



LOCAL INITIATIVES SUPPORT CORPORATION

Position Announcement

Community Development Associate for Operations - New York City

Local Initiatives Support Corporation (LISC) seeks a Community Development Associate for Operations who will provide assistance to the Managing Director of its New York City Program.

About LISC (www.lisc.org)

Local Initiatives Support Corporation (LISC), widely recognized as the nation's premier community development intermediary, has a 30 year history of investing in community-based organizations focused on the comprehensive redevelopment of urban neighborhoods and rural communities. LISC works throughout the nation to assist its various partners in the development of real estate projects—affordable multi-family and senior housing; homeownership opportunities; commercial enterprises; childcare, educational, arts and other community facilities—as well as various community-building programs. LISC works with its partners to make communities good places to work, do business and raise children.

The New York City program works with CDCs and community-based entrepreneurs throughout the city to develop affordable multi-family rental housing, homeownership opportunities, commercial enterprises and community facilities. LISC New York City raises grants, loans and equity for strategic investments in community development organizations. It has committed to working with community groups over a long period of time, providing them with consultation and training in addition to financial support to help these organizations – and the residents they serve – prosper as they improve their communities. In New York City, LISC and its affiliates have invested over \$1.7 billion in nonprofit and local developers resulting in the creation of over 30,000 new homes and apartments and 2,000,000 square feet of commercial, industrial and retail space.

Responsibilities:

- ◆ Assist Managing Director with program development, operations, and donor activities. Write concept papers and proposals and track progress on various work plans;
- ◆ Conduct research as directed by Managing Director on community development issues;
- ◆ Arrange internal and external meetings, develop agendas and maintain meeting minutes. Assist in the preparation of memos, presentations and speeches as needed by Managing Director;
- ◆ Help NYC staff meet internal and external deadlines and track project performance;
- ◆ Gather information for and coordinate preparation of NYC LISC program planning documents
- ◆ Coordinate with outside consultants on various research and development projects and training programs;
- ◆ Supervise ExecutiveAssistant. Perform other duties as assigned.

Qualifications:

- ◆ Bachelor's Degree required.
- ◆ Motivated and eager to learn specific skills in community development field.
- ◆ Ability to work in a team setting and flexibility to work with a variety of people.
- ◆ A self-starter with excellent written and oral communication skills; strong organizational skills and attention to detail.e.
- ◆ Demonstrated commitment to work in the nonprofit sector.
- ◆ Proficiency with Microsoft Office Suite

LISC offers a competitive salary and excellent benefits.

Contact:

Denise Scott, Managing Director
Local Initiatives Support Corporation
501 Seventh Avenue, 7th Floor
New York, NY 10018
resumes@lisc.org