



LOCAL INITIATIVES SUPPORT CORPORATION
Job Description

POSITION TITLE: Deputy Director, Milwaukee
REPORTS TO: Executive Director
JOB CLASSIFICATION: Full Time / Exempt
LOCATION: Milwaukee, WI

THE ORGANIZATION:

What We Do

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue

Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.

Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.

Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.

Develop leadership and the capacity of partners to advance our work together

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 39 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 32 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org.

Local Initiatives Support Corporation (LISC) seeks a professional for the Deputy Director position in its Milwaukee office. This is a key position within LISC Milwaukee and is critical to the ongoing success of this program. This position reports to the Executive Director.

Key Responsibilities

The Deputy Director is responsible for the day-to-day management of LISC Milwaukee's operations, programs and program support and to drive programmatic innovation. The Deputy Director will work closely with the Executive Director to support a robust and leading edge LISC office.

Program Development

- Supervise staff to meet annual performance goals and align with implementation of the strategic plan.
- Work with staff on developing new programmatic initiatives and managing existing programmatic initiatives.
- Oversee development and maintenance of partnerships with key stakeholders in the community development sector and create linkages between community-based organizations by collecting information on partners and identifying new potential partners.
- Track progress on programmatic milestones. Conduct research, and gather and analyze data that supports programmatic outcomes. Prepare, monitor, and track performance and outcomes of grant recipients and borrowers.
- Work closely with staff to underwrite transactions related to LISC lending.
- Work closely with staff to market, structure, negotiate and originate a robust pipeline of housing/economic development lending transactions to deploy capital.

Financial and Performance Management

- Assist Executive Director to prepare annual operating and program budgets and budget reports.
- Oversee and assist expense and revenue booking and allocations, including funding transactions, disbursements, invoices and expense reports.
- Work with program staff to conduct annual financial due diligence review of grantees.
- Work with Executive Director and team to develop financial and program performance management tools to support neighborhood work.

Resource Development

- Coordinate with the Executive Director and staff to identify fundraising priorities and implement a fund development strategy.
- Support the development and writing of proposals and reports for foundation, corporate, and public sector funders.
- Research and recommend new funding prospects.
- Oversee the tracking of grant and report deadlines and requirements.

Grants and Contract Management

- Oversee and assist with grant and consultant requests.
- Evaluate and enhance existing government grant compliance monitoring procedures.

- If assigned, serve as liaison with National LISC office on all grants and contract management issues and priorities.

Additional Duties

- Deep knowledge of public and private resources to strategically deploy LISC's investments, to preserve affordable housing and other real estate transactions, including predevelopment loans, acquisition loans, construction loans and permanent financing.
- Provide assistance with development of LISC Milwaukee policy plan aligning strategic goals.
- Support efforts to communicate the programmatic initiatives, such as through press releases and social media.
- Work with staff during performance appraisal process including review of job descriptions and coordination of staff development plans.
- Represent LISC Milwaukee and Executive Director at meetings, events, and conferences as needed.
- Participate in National LISC meetings and activities as required.
- Support the Executive Director as needed.

Qualifications

A successful candidate will have the following expertise and experience:

- Bachelor's degree from an accredited college for university in Business Administration, Public Administration, Finance, Economics or Urban Planning required. Master's degree preferred.
- Minimum 10 years or experience performing higher-level business planning functions, with 5 years of experience related to housing, economic development or workforce development.
- Strong managerial skills with the ability to motivate staff and create an stimulating business environment.
- Strong oral and written communication skills, including experience speaking publicly in diverse forums.
- Ability to work in a fast-paced business environment with minimal supervision.
- Good facilitation and presentation skills including use of technology to communicate ideas and strategy.
- Demonstrated success in managing multiple projects and maintaining strong relationships with clients and co-workers.
- Strong communication skills to effectively collaborate with clients and colleagues, present information, and write cohesive reports for audiences with varying degrees of expertise.

Compensation

- LISC offers a competitive salary and excellent fringe benefit. To Apply, please send cover letter and resume via email to:

Donsia Strong Hill, Executive Director

dstronghill@lisc.org

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