



**LOCAL INITIATIVES SUPPORT CORPORATION  
POSITION DESCRIPTION**

**POSITION TITLE:** Executive Director, Buffalo LISC  
**REPORTS TO:** East Coast Region Program Vice President  
**JOB CLASSIFICATION:** Exempt / Full Time  
**LOCATION:** Buffalo, NY

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**THE ORGANIZATION:**

Local Initiatives Support Corporation (“LISC”) is a national non-profit business that works with residents and partners to forge resilient and inclusive communities of opportunity across America - great places to live, work, visit, do business and raise families.

We:

- Help deliver innovative solutions to challenges and opportunities for people and communities across America;
- Invest in under-resourced places and people;
- Ensure successful implementation of community initiatives;
- Connect stakeholders and resources to the country’s most challenged neighborhoods; and
- Build resilient people and places through our public policy leadership.

Over the last 38 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. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 31 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC’s talented and dedicated workforce.

Visit us at [www.lisc.org](http://www.lisc.org)

[Local Initiatives Support Corporation](http://www.lisc.org) (LISC) seeks a seasoned, mature, leader for the Executive Director position in its Buffalo office. This is a key position within LISC and is critical to the ongoing success of this program. The Executive Director will provide the strategic direction and guidance for all aspects of LISC’s future program vision and strategies in Buffalo. The successful candidate will have excellent leadership, communication, and entrepreneurial skills along with an understanding of the importance of public and

private sector engagement in community revitalization efforts. The position requires a strong commitment to the role of community-based non-profit organizations as agents of positive community change as well as an understanding of, and appreciation for, other key public and private partners who can offer additional resources to the work of community development in the region.

Buffalo LISC's role is to convene partners, build coalitions, invest public and private funds, and support community revitalization to help the Buffalo region thrive with healthy places to live, work and play. This comprehensive approach is captured through LISC's "Building Sustainable Communities" initiative which broadens opportunities for local residents through quality housing, better education, broader job choices, safer streets, improved personal health, new economic opportunities, and stronger personal finances. Since 1999, Buffalo LISC and its affiliates have invested more than \$131 million towards the construction of over 2,600 affordable housing units and more than 400,000 square feet of commercial and community space throughout Buffalo & Erie County.

## **I. Responsibilities:**

### *A. Organizational management and program development*

- Maintain an empowered staff to implement the Buffalo LISC work plan.
- Oversee and monitor the performance of LISC's financing, technical assistance, training and organizational development strategies to strengthen partner capacities and impact.
- Assist in engaging a wide variety of community partners to help bring holistic and integrated services to targeted neighborhoods.
- Identify and incorporate best practices gained from national LISC interaction into Buffalo program designs.
- Maintain a current strategic planning process for the local program.

### *B. Fundraising and development*

- Identify and cultivate leadership from key corporate, foundation and other prospective donor sectors who share an interest in community development.
- Work with the leadership of the Local Advisory Committee (LAC) to raise sufficient funds annually to finance Buffalo LISC program activities and projects.
- Seek out new and creative resource development strategies for LISC and the community development field.

### *C Build and promote the community development industry in the Buffalo region through community leadership and external relationships*

- Develop, lead, and maintain a shared community development agenda through dialogue with local government, state agencies, other private and quasi-public financial institutions and intermediaries, advocacy groups, and community based organizations, and the use of data to inform decision making.
- Develop and lead LISC's investment strategy for the region
- Deepen and strengthen a growing Buffalo LISC economic development strategy.
- Promote effective community development strategies to attract resources to targeted under-served populations and neighborhoods in the Buffalo region.
- Provide leadership and support in implementing an effective on-going communications strategy.

### *D. Public policy leadership and advocacy*

- Provide leadership on housing and community development policy issues in Buffalo and Western New York. Advocate on behalf of LISC and the Policy Networks at the local, state and federal levels to secure the tools necessary to advance a comprehensive redevelopment strategy.
- Establish and maintain effective working relationships at the highest levels of local and state government as well as in the corporate and foundation sectors.
- Develop and maintain partnerships with community organizations and other advocacy groups engaged in public policy issues.
- Represent Buffalo LISC on key community task forces, commissions and other policy bodies, as appropriate.

*E. Leadership and management of the Local Advisory Committee (LAC)*

- Coordinate strategic and annual planning/budgeting processes in collaboration with the LAB and LISC's regional program vice president.
- Maintain understanding and connection between the LAC and national LISC direction, policy, and programs.
- Recruit and orient a diverse, skilled and broadly representative LAC membership.

*F. Build and maintain positive relationships with national LISC*

- Participate in national LISC leadership structure and meetings.
- Bring visibility to local innovations and programs within the national LISC structure.
- Maximize the use of National LISC resources and expertise in the Buffalo region.

**II. Critical Qualities:**

- Demonstrated track record in providing leadership for the development of strategic vision.
- Ability to establish priorities that align with a strategic plan and manage multiple agendas and programs effectively.
- Demonstrated ability to attract and sustain philanthropic funding.
- Strong oral and written communication skills, including experience speaking publicly in diverse forums.
- Knowledge, understanding of, and experience in community development strategies, including working knowledge of real estate related resource and capital development strategies utilized in real estate and community revitalization efforts.
- Fluency using and understanding data to inform decision making.
- Entrepreneurial orientation; ability to seek out creative approaches to community issues.
- Proven ability to work in culturally and ethnically diverse environments.
- Strong interpersonal skills and ability to work effectively with a wide variety of people and organizations, including senior level corporate, philanthropic, public sector representatives and community leaders; ability to inspire trust and to motivate staff and partners.
- Experience building and facilitating relationships within and among various sectors.
- Demonstrated management experience, including staff development, financial management, and office administration.

**III. Required Qualifications:**

- Bachelor's degree from an accredited college or university in business, finance, real estate or related fields. Master's degree preferred.
- Ten years senior level experience in community development or related field.
- Demonstrated commitment to LISC's community development mission.

**IV. Supervision:**

- The Executive Director reports to the LISC East Coast Region Program Vice President

**Send RESUMES and COVER LETTERS via email to:**

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Local Initiatives Support Corporation  
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**No phone calls please**

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