



## Local Initiatives Support Corporation

**Position Title:** Communications & Development Officer  
**Position Location:** Washington, D.C.  
**Job Classification:** Exempt / Full Time  
**Reports to:** Executive Director

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### 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 40 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](http://www.lisc.org) or

<http://www.lisc.org/dc/>.

The **Communications & Development Officer** will successfully promote the mission and value of LISC DC to its funders and community partners. This includes implementing a communications plan and cultivating financial support through foundation grants, corporate and individual donations, and event sponsorships. The Officer reports directly to the Executive Director, and collaborates with other Program Officers to develop appropriate strategies for matching funding needs with community capital resources.

## **Key Responsibilities:**

### **Resource Development:**

- With Executive Director, identify and cultivate funder relationships to grow and diversify portfolio.
- Using SalesForce, track and manage donor activity to meet milestones and insure touch-points occur.
- Spearhead the writing and packaging of grant proposals, working with appropriate program staff to develop outcomes, metrics and theories of change.
- Steward the activities of the Local Advisory Board and engage them in meeting fundraising goals.
- Performs additional duties, as required.

### **Communications:**

- Develop and implement communications plan to broaden awareness and deepen LISC's relationships, particularly with the funding community. This includes PR, direct marketing, social media, and the LISC DC website.
- Develop creative approaches for measuring and communicating the local LISC impact in the community as a thought-leader, convener, and investor. This may include Annual Reports, news stories, marketing collateral, etc.
- Supervise external public relations consultants, graphic designers, and copywriters, and foster connections with national LISC communications team.

### **Community Development:**

- As needed, engage with local residents, nonprofit organizations, community stakeholders and policymakers around community development.
- As needed, manage a portfolio of grant relationships or special initiatives

## **Key Qualifications and Competencies:**

- Bachelor's degree from an accredited college or university required, preferably in a related field.
- Minimum of three to five years of professional relevant experience in fund development and communications.
- Professional experience writing for grants, press releases, donor reports, web content and/or marketing materials.
- Experience fundraising for a non-profit organization and cultivating relationships with relevant foundations and corporations.
- Excellent communication skills to articulate the case for support for various programs.
- Ability to communicate effectively in written, verbal, personal and presentation style formats.
- Passion for the mission of LISC, with at least general familiarity of community development, real estate financing and/or banking and public affairs.

- Ability to structure and manage multiple projects within limited time frames and deadlines. Must work well under pressure, seek and synthesize information.
- A high level of computer literacy required, including familiarity with donor databases and Microsoft Office Professional. Experience with Adobe InDesign a plus.
- Demonstrated success in establishing highly effective working relationships with key leaders, staff, and/or Board members to accomplish goals for an organization.

LISC offers a competitive salary and excellent benefits.

Please send cover letter, resume and list of professional references to:

Attention:  
Ramon Jacobson,  
Executive Director,  
LISC DC  
1825 K Street NW  
Suite 1100  
Washington, D.C. 20006  
[rjacobson@lisc.org](mailto:rjacobson@lisc.org)

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