



## LOCAL INITIATIVES SUPPORT CORPORATION

**Position Title** – Development Officer

**Reports to** – Director of Development Operations

**Job Classification** – Exempt/Full Time

**Location** – New York, NY Preferred

### **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).

### **JOB DESCRIPTION**

LISC seeks an energetic and highly organized Development Officer to join the national development department and help grow and expand private resources for our national programs and local offices. Responsibilities will center on the development of grant proposals, reports, and other materials for existing and prospective funders with a focus on affordable housing preservation and production, health equity, inclusive economic development and local office expansion (especially in the southeast).

The Development Officer reports to the Director of Development Operations and will preferably be based in NYC.

### **Responsibilities**

The Development Officer, working closely with the development team, will support LISC in implementing our fundraising plan, with a focus on corporate and foundation donors. They will:

- Write, prepare and submit clear and compelling proposals and reports to foundations and corporations;
- Work with program staff to gather and synthesize program information needed for proposals or reports;
- Research and develop donor briefs to identify, evaluate and prioritize prospects for corporate and foundation grants;
- Develop presentations for existing and prospective funders;
- Write and edit other communications as needed including appeals, newsletters, and other stewardship material;
- Perform other duties as needed.

### **Qualifications**

- Bachelor's degree from an accredited college or university
- Three years of development or related experience
- Excellent writing, editing, and research skills
- Ability to interpret, articulate and present programmatic information and data in a compelling manner
- Solid understanding of budgets as they relate to proposals and grants
- Self-motivated, detail-oriented, and highly organized; at ease working with tight deadlines
- A high level of computer literacy, including full Microsoft Office Suite, required; familiarity with Salesforce preferred
- Experience in the community development field preferred

### **Compensation**

LISC offers a competitive salary and excellent fringe benefits.

### **To Apply**

Position is open until filled, but candidates are encouraged to apply as soon as possible.

**Please submit a cover letter (addressing your interest in and qualifications for this position) and resume by email to Meghan Kyle-Miller at [mkmiller@lisc.org](mailto:mkmiller@lisc.org). No phone calls please.**

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