



LOCAL INITIATIVES SUPPORT CORPORATION

Position Description: Economic Development Director – Detroit
Reports To: Executive Director
Job Classification: Non-Exempt / Full Time
Position Location: Detroit, MI

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

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
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.

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

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 invests in every state in the country with offices in 31 urban markets 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

Background

Detroit LISC has more than 30 years of experience working as a catalyst for community reinvestment in Detroit. It helps resident-led, community based development organizations transform distressed neighborhoods into healthy places to live, work, worship, do business and raise families. Since 1990,

Detroit LISC has invested \$207.6 million in Detroit's neighborhoods, and leveraged an additional \$896.1 million for neighborhood improvements. Detroit LISC is a local organization within National LISC, the nation's largest Community Development Financial Institution (CDFI). LISC is seeking a team-oriented individual to help deploy a wide range of strategies and services related to the 2017-2019 Equitable Investment Impact Fund and specifically the work with economic development and neighborhood-based workforce development agenda in the Detroit LISC office.

Responsibilities

- Implementation of national and local economic development districting efforts, anchor neighborhood revitalization and workforce development strategies that integrate with health initiatives.
- Ongoing strategy creation, execution and assessment of the Detroit workforce development system pursuant to the role of Detroit LISC as the locally contracted "one-stop operator" under the Workforce Innovation and Opportunity Act.
- Ability to identify capacity needs and strengths in order to provide technical assistance and training tailored to each partner or group of partners with guidance and strategic direction from the Detroit Economic Solutions Corporation and the Mayor's Workforce Board.
- Establish and/or maintain economic development partnerships with local neighborhood partners and employers as appropriate.
- Provide coaching and technical assistance to partner organizations delivering economic development, anchor institutions and workforce development program services.
- Participate in meeting obligations, meet the deliverables within the economic development, one-stop contracts and funding obligations, writing and reviewing concept papers, drafting funding proposals and progress reports.
- Assist the Executive Director and team to achieve and exceed office goals and objectives.
- Perform all other duties as assigned.

Requirements

The successful candidate must have a proven record of accomplishment, be highly motivated, highly skilled and detail-oriented. As part of a small team, the candidate will need to be flexible and adept at multi-tasking and adjusting to changing business requirements.

Qualifications and Experience:

- Bachelor's degree from an accredited college or university required. Master's degree preferred.
- Five years of related work experience in finance, economic development and/or workforce development.
- Extensive knowledge of federal economic development financing tools, workforce programs, including the Workforce Innovation and Opportunity Act, the Higher Education Act, TANF and SNAP Employment & Training programs, HUD Family Self-Sufficiency program, and Perkins Career and Technical Education Act.
- Extensive knowledge of Detroit's economic development workforce system, including the Detroit Economic Growth Corporation, community college system, WIN Detroit, career pathway programs, one-stop career center certification standards, and local workforce development board plan implementation.
- Extensive knowledge of non-profit program management and organizational development.

- Outstanding interpersonal and relationship management skills; experience, flexibility and poise working with diverse organizations and individuals of varied racial, ethnic, economic, social and educational backgrounds.
- Demonstrated ability to think strategically and collaborate with colleagues across functions and geography to design and implement the best strategies for building a stronger economic development and stronger workforce development system.
- Capacity to work on multiple tasks and projects and prioritize a challenging workload while employing a positive and solution-oriented approach.
- Self-starter with ability to work independently. Ability to work under pressure and has a high performance work ethic to exceed the goals and objectives of the office.
- Excellent writing and verbal communication skills including proficiency with Microsoft Office Suite and Internet browsers is a must; advanced Excel and PowerPoint capabilities is a plus.
- Strong analytic and project management skills.
- Knowledge of federal financial reports and federal audits preferred.
- Some experience in community organizing and facilitation techniques.
- Ability to collaborate effectively with a wide range of public and nonprofit partners.
- Previous government, community development or non-profit experience, preferred.
- Excellent customer service and skills.
- Leadership and management experience to supervise, coach and mentor staff.

Job Specifications

- This position is based in the Detroit LISC office in Detroit, MI.
- The position may involve some local or regional travel.
- Compensation will be commensurate with experience and abilities consistent with the scope of work. Excellent fringe benefits are also provided.

Qualified applicants should send a detailed cover letter and resume to: tziegler@lisc.org
Please include: *"Economic Development Deputy Director"* in the subject line of your email.

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