



## **Position Opening Local Initiatives Support Corporation**

**POSITION TITLE:** Community Development Assistant  
**REPORTS TO:** Deputy Director  
**JOB CLASSIFICATION:** Non-Exempt / Full Time  
**LOCATION:** New York City

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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**

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 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)

## **Position Description**

The New York City office of the Local Initiatives Support Corporation (LISC NYC) seeks a professional to fill the position of Community Development Assistant. This position reports to the LISC NYC Deputy Director and supports the team of LISC NYC staff who manage development, communications, and capacity building. The local New York City program, LISC NYC, works with nonprofit, community-based organizations to develop affordable housing, commercial enterprises and community facilities. Since its founding in 1979, LISC NYC has invested over \$2.7 billion, leveraging an additional \$6 billion in low-income communities. This has resulted in nearly 40,000 affordable homes built and preserved as well as 1.8 million square feet of retail and community space created. We also invest in health, economic development, financial well-being and environmental sustainability so that the communities our partners serve are good places to live, work, do business and raise children. For more information visit <http://www.lisc.org/nyc/>.

## **Responsibilities**

The responsibilities of the LISC NYC Community Development Assistant fall into three areas: Development; Communications & Special Events; and Program Support. While overall duties will be split evenly across these three functional areas, there will be times when one or two of the areas will require more intensive support and dedicated responsibility. For example, for 8 weeks over the summer, the Community Development Assistant will devote a great deal of time to coordinating the Cashin Community Development Fellowship program.

## **Development**

- Support LISC New York City staff in writing grant proposals and reports.
- Conduct funder prospect research to support new and existing LISC NYC initiatives.
- Draft funder acknowledgement letters.
- Enter and maintain Salesforce data on LISC NYC's current and prospective funding sources and generate reports that track LISC NYC's fundraising goals and deadlines.

## **Communications & Special Events**

- Work closely with LISC NYC staff to write and post new content and photos to LISC NYC's website.
- Make regular updates to LISC NYC's website and maintain LISC NYC's library of photos.
- Work closely with LISC NYC staff to draft and send out LISC NYC's e-newsletters and e-blasts.
- Draft and lay out various communications materials such as journal ads, PowerPoint presentations, meeting handouts, etc.
- Provide support for LISC NYC's social media communications, particularly via Twitter.
- Provide logistical and programmatic support to LISC NYC special events such as meetings, conferences, training workshops and tours.

## **Program Support**

- Coordinate the LISC NYC Cashin Community Development Fellowship summer program which enables high school and college students affiliated with the Prep for Prep program to gain firsthand experience in community development. This includes program management, relationship management with diverse stakeholders, workshop planning and execution, and organizing an annual Neighborhood Tour.
- Assist in the administration of LISC NYC's capacity building funding to community development corporations through the HUD Section 4 program, including drafting reports on grantee progress and outcomes, monitoring grantees for compliance, assisting grantees in the preparation of financial reports and back-up documentation, and processing grant disbursements through LISC's systems.
- Perform other special projects and related duties as assigned.

## **Qualifications**

- Associate or Bachelor's Degree from an accredited college or university in urban studies, public administration, communications or similar field preferred.
- One to two years of professional work experience in communications, development and/or areas related to community development preferred.
- Excellent writing, communication, and organizational skills.
- Interest in the nonprofit sector and community development.
- Proficiency in social media platforms.
- Excellent technical skills including competency in full Microsoft Office suite, and ability to quickly learn new applications.
- Familiarity with InDesign/Photoshop or other design and photo editing software preferred.
- Conscientious and very detail oriented.
- Ability to simultaneously work on multiple tasks and set priorities for a challenging workload.

LISC offers a competitive salary and excellent benefits.

**Please send cover letter and resume via e-mail to (please note that applications without a cover letter will not be considered):**

**Eva Alligood  
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New York, NY 10018  
[liscnycresumes@lisc.org](mailto:liscnycresumes@lisc.org)**

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