JOB DESCRIPTION TEMPLATE

LOCAL INITIATIVES SUPPORT CORPORATION
Position Description

POSITION TITLE: Impact Investment Analyst, Strategic Investments
REPORTS TO: George Ashton, Managing Director, Strategic Investments
JOB CLASSIFICATION: Full Time / Exempt
LOCATION: Washington DC

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 39 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.liisc.org.

Local Initiatives Support Corporation (LISC) seeks an experienced professional for the Impact Investment Analyst position to be located in Washington DC. This is a key position within LISC and is critical to the successful expansion of the LISC brand beyond community development and into the Impact Investing space. The Impact Investment Analyst will support the strategic creation and on the ground execution of LISC’s Opportunity Zone and impact investing strategies. The successful candidate will have excellent leadership, communication, and entrepreneurial skills, and experience with financial modeling and investment analysis. The position will interact with developers, entrepreneurs, and impact investors. The position requires a strong self-starter, ideally with some background in impact investing, financial analysis, as well as excellent written and verbal communication skills. The scope of the position will initially focus on supporting the Opportunity Zone initiative and will in time include a more robust effort to move LISC into the impact investing space.
JOB OVERVIEW:

In the Strategic Investment group, we are charged with coordinating the origination, financing, and investment in Impact Investments in Opportunity Zones and more generally across the LISC local office regions. There are a number of groups within the LISC organization that can provide many of these functions, but the Strategic Investment team will be charged with coordinating the efforts of those teams, ensuring the overall organization understands who is playing what role, and executing more generally on the overall strategy. This position will operate in close proximity with the Managing Director, but the scope of work for the group will require the successful candidate to work fairly independently as a pivotal point of contact for many of the functions now required of the Strategic Investment group. The position will require financial analysis skills to assess the financial feasibility of investments and to speak with investors and developers in financial terms that quickly assess the fit of those investments with specific investor preferences.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following are an indication of the position’s core responsibilities; these are intended to illustrate the scope of responsibilities, and are not exclusive of other duties that may be required.

1. Communicating effectively with impact investors
2. Communicating effectively with community developers
3. Organizing information into effective PowerPoint presentations
4. Coordinating regular follow-ups with internal and external partners
5. Organizing large complex multi-step business processes
6. CRM support and process leadership
7. Writing or ghost writing regular blogs
8. Speaking at conferences
9. Deal negotiations

Perform all other duties as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor’s Degree from an accredited college or university required.
- 3-5 years’ experience in a professional financial analyst position
- 1-2 years’ experience in impact investing
- Very strong organizational skills
- Strong experience in Excel modeling
- Proficient in PowerPoint and Word
- Self-Starter and Proactive in tackling new tasks
- Strong written and verbal communications skills
- CRM experience – Sales force skills
- Sales experience also preferred

COMPENSATION

LISC offers a competitive salary and excellent fringe benefits

To apply, please send a cover letter and resume via email to: gashton@lisc.org

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION