



Local Initiatives Support Corporation

Position Description

Position Title: Information Technology Project Director
Reports To: Vice President of Information Technology
Job Classification: Exempt / Full Time
Location: LISC Headquarters Office, New York, NY

THE ORGANIZATION:

Local Initiatives Support Corporation (“LISC”) is a national non-profit business that works with residents and partners to forge resilient and inclusive communities of opportunity across America - great places to live, work, visit, do business and raise families.

We:

- Help deliver innovative solutions to challenges and opportunities for people and communities across America;
- Invest in under-resourced places and people;
- Ensure successful implementation of community initiatives;
- Connect stakeholders and resources to the country’s most challenged neighborhoods; and
- Build resilient people and places through our public policy leadership.

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

ABOUT THE DEPARTMENT

The Information Technology (IT) Department manages and maintains all technology systems for ~360 staff dispersed across 35 offices, responsible for:

Governance: Strategic practices for the operational parameters of IT systems, project management and security;
Functionality: Creating and maintaining operational applications; developing, securing, and storing electronic data;
Infrastructure: Purchase and management of hardware components, network, circuitry and equipment; office moves; and
Service: Supporting use of hardware, software and data management for all functional areas of the organization

ABOUT THE POSITION

This is an opportunity for an experienced technology professional capable of leading IT projects in a company whose objectives are diverse and whose technology and operational needs are changing.

The Project Director supervises the project-related activities of IT managers and technicians and other staff members working on IT systems across all aspects of application development, network infrastructure, client services and IT operations units.

Reporting to the Vice President of Information Technology, the IT Project Director provides direction and manages the development and implementation of small and large operational projects with strategic impact on the core operations.

With expertise on projects in a hybrid environment of on-premise infrastructure and cloud-based services, you will help develop and support LISC's business objectives using your wide knowledge of IT operations services delivery.

You...

- Can see the big picture, manage the work of others, as well as get in the details as a contributing team member

Qualifications you must have...

- Ability to manage in ambiguous situations and adapt to constantly changing priorities across a wide range of projects.
- Broad experience directing and coordinating project teams in the design of overall projects and in the development of implementation plans and project timelines;
- Experience developing workflows, business requirements and functional specifications documentation.

Something that will set you apart...

- History of conducting implementation and integration projects blending SAAS (e.g. Salesforce, NetSuite, Box) with legacy data and applications (.Net, SQL)
- Experience in finance industry
- An interest in community development and economic development

Your primary job responsibilities...

- Works with senior management to identify, plan and manage projects to improve the organization's IT infrastructure and software.
- Identifies, secures, and coordinates implementation of internal and external resources and expertise as appropriate to achieve project objectives;
- Directs, coordinates, and supervises project-related activities with diverse implementation teams consisting of functional and technical staff;
- Advises process teams representing constituent needs regarding cross-functional considerations, workflow integration and coordination, and optimization of best practices;
- Gathers business requirements from the key stakeholders, and develops the design of specific business processes and process flows to meet business requirements.
- Coaches and counsels members of cross-functional teams to accomplish project goals;
- Facilitates the creation of communication plans, ensuring that appropriate information is exchanged among key stakeholders
- Develops functional design specifications for processes, systems, interfaces and reports, as needed.
- Develops system test strategy, plans, creates, and executes test scripts and liaise with technical staff and users to resolve test issues.
- Develops and produces business process and end user training materials.
- Ability to work some evening and weekends as required.

Additional position-specific duties...

- Ensures that constituent representatives are kept appropriately informed of project activities and are encouraged to participate as appropriate;
- Ensures all projects are completed on time, within budget and according to specifications;
- Sets and manages team and management expectations
- Directs status meetings and elevates issues and risks identified, and works with Project Sponsors and Management to resolve and mitigate issues and risks;

- Prepares, submits, and presents written, oral and verbal status reports to stakeholders;
- Performs additional duties, as assigned.

Minimum Knowledge, Skills And Abilities Required

- Bachelor's degree from an accredited college or university required in Computer Science or a related field.
- Minimum 7 years of related experience.
- Demonstrated IT operational and application-related project management experience.
- Ability to manage staff, lead projects independently and bring projects to completion.
- Possess a strong orientation to product quality and project management methodologies and tools such as those defined by Project Management Institute (PMI) and included in Project Management Body of Knowledge (PMBOK). This should include knowledge and use of resource management practices, change management techniques.
- Experience transitioning from premise-based to cloud-based SAAS environments
- Experience working with research and/or finance-related IT projects
- Excellent teamwork, consensus building and diplomacy skills.
- Strong relationship-building and interpersonal skills.
- Demonstrate presentation and communication skills across all levels including senior management

To apply, please send (1) cover letter (2) resume and (3) salary requirements via email to:

Mike Humberstone
Vice President of Information Technology
mhumberstone@lisc.org

Eligibility & Application

LISC engages employees without regard to race, color, religion, creed, age, gender, marital status, or sexual orientation. All who believe they meet the stated qualifications are invited to apply.

**LISC is an Equal Opportunity Employer
Committed to Diversity and Inclusion**