

Local Initiatives Support Corporation (LISC)

Position Description – Grant Writer/Development Officer Development

Position Location – New York, NY Preferred

Job Classification – Exempt / Full Time

Reports to – Senior Development Officer

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

Local Initiatives Support Corporation (LISC) is seeking an energetic and highly organized Grant Writer/Development Officer to join its national development department. This is a key role in helping to grow and sustain the organization, with responsibilities centered on the development of grant proposals, reports, and other materials for existing and prospective funders. This position will support LISC’s expanding work in inclusive economic development.

This position reports to the Senior Development Officer and will preferably be based in NYC.

Responsibilities

The Grant Writer/Development Officer, working closely with the Senior Development Officers, will support LISC’s fundraising plan and will be a key member of our team. They will:

- Conduct the full range of activities required to write, prepare and submit clear and compelling proposals and reports to foundations and corporations;
- Work with organizational staff to gather program information needed for proposals or reports.
- Ensure compliance with all deadlines related to grants, reports, and other deliverables;
- Assisting in maintaining the system for tracking status and deadlines of all funding proposals and reports;
- Research and develop donor briefs to identify, evaluate and prioritize prospects for corporate and foundation grants;
- Develop presentations for existing and prospective funders;
- Draft customized acknowledgements for major contributions;
- Write and edit other communications as needed including appeals, newsletters, and other stewardship material.
- Collaborate across LISC offices and programs to ensure materials are accurate, detailed, and completed on time or early;
- Work with communications staff to leverage events and media for engagement with current and prospective funders;
- Develop an understanding of institutional history and programs; and
- Complete special projects as requested.

Qualifications

- Bachelor's degree from an accredited college or university required
- 3 - 5 years of grant management experience required
- 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; familiarity with Salesforce preferred
- Ability to work some evening and weekends as required

Compensation

This is a full-time position. Compensation is commensurate with qualifications and experience. LISC offers a comprehensive benefits package including health and dental insurance, matching 403(b), generous paid leave and more.

To Apply

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

Please include a cover letter (addressing your interest in and qualifications for this position) and resume.

Please submit by email to Maria Rivera at mrivera@lisc.org.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION