



**Local Initiatives Support Corporation  
Position Description**

<b>POSITION TITLE:</b>	<b>Executive Director – Washington DC</b>
<b>REPORTS TO:</b>	<b>Executive Vice President, Programs</b>
<b>JOB CLASSIFICATION:</b>	<b>Exempt / Full Time</b>
<b>PREFERRED LOCATION:</b>	<b>Washington, D.C.</b>

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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)

The Executive Director will provide the strategic direction and guidance for all aspects of LISC's program in Washington, D.C. The Executive Director is responsible for raising capital and resources locally that are leveraged by National LISC's support. The position requires a strong commitment to the role of community-based non-profit organizations as agents of positive community change as well as an understanding of and appreciation for other key public and private partners

who can offer additional resources to the work of community development in Washington, D.C. The ideal candidate will be able to demonstrate cultural competency working in communities of color, and have demonstrated experience in shaping real estate projects and growing organizational capacity. The Executive Director reports to the Executive Vice President, and is in close communication with other members of the LISC management team and its national programs and affiliates.

LISC is a national nonprofit organization that assists community development corporations (CDCs) as well as other private and public community development-oriented entities in their efforts to create and maintain healthy sustainable communities. LISC provides training, technical and management assistance, financing and public policy support to local partners to promote physical (real estate) development and economic, health, educational and safety strategies that comprehensively enhance the quality of life in communities they serve. LISC believes that community-linked development partners are the best vehicles to achieve lasting and positive neighborhood change for the benefit of low and moderate-income people. These partners are accountable to local residents and engage in a wide range of physical, economic and human development activities.

## **I. Major Responsibilities:**

### *1. Program development*

- Assist in engaging a wide variety of community partners to help bring holistic and integrated services to targeted neighborhoods.
- Develop, lead, and maintain a shared community development agenda through dialogue with local government, state agencies, other private and quasi-public financial institutions and intermediaries, advocacy groups, and community based organizations, and the use of data to inform decision making.
- Promote effective community development strategies to attract resources to targeted under-served populations and neighborhoods.
- Identify and incorporate best practices gained from national LISC interaction into Washington, D.C. program designs.
- Promote programmatic work and capital investment related to affordable housing, community facilities, economic development, health and other areas.

### *2. Build and promote a community development industry in Washington, D.C.*

- Craft and implement a strategy for expanding affordable housing in Washington, D.C. through dialogue with local government, state agencies, other private and quasi-public financial institutions and intermediaries, advocacy groups, and community based organizations.
- Develop and implement a strategy to use LISC's financial resources to catalyze a pipeline of affordable housing and other real estate projects and catalytic programs.

### *3. Public policy leadership and advocacy*

- Provide leadership on housing and community development policy issues in Washington, D.C. Advocate on behalf of LISC and the policy networks at the local, state and federal levels to secure the tools necessary to advance a comprehensive redevelopment strategy.
- Establish and maintain effective working relationships at the highest levels of local and state government as well as in the corporate and foundation sectors.
- Develop and maintain partnerships with community organizations and other advocacy groups engaged in public policy issues.
- Represent Washington, D.C. LISC on key community task forces, commissions and other policy bodies, as appropriate.

### *4. Fundraising and Communications*

- Identify and cultivate leadership from key corporate, foundation and other prospective donor sectors who share an interest in community development.
- Work with the leadership of the Local Advisory Committee (LAC) to raise sufficient funds annually to finance Washington, D.C. LISC program activities and projects.

- Seek out new and creative resource development strategies for LISC and the community development field.
- Craft and carry out an effective communication strategy to increase awareness of the impact of LISC and its community partners.

#### 5. *Leadership and management*

- Recruit and manage a staff to carry out LISC's strategy and operate its programs.
- Recruit and orient a diverse, skilled and broadly representative LAC membership.
- Coordinate strategic and annual planning/budgeting processes in collaboration with the LAC and LISC's executive vice president.

#### 6. *Build and maintain positive relationships with national LISC*

- Participate in national LISC leadership structure and meetings.
- Bring visibility to local innovations and programs within the national LISC structure.
- Maximize the use of National LISC resources and expertise in Washington, D.C.

### **II. Required Qualifications:**

- Bachelor's degree from an accredited college or university in business, finance, real estate or related fields. Master's degree preferred.
- Ten years senior level experience in community development or related field.
- Demonstrated commitment to LISC's community development mission.
- Demonstrated ability to attract and sustain philanthropic funding.
- Demonstrated experience in shaping affordable housing through development or lending.
- Bachelor's degree in business, finance, real estate or related fields. Master's degree preferred.

### **III. Critical Qualities:**

- Demonstrated track record in providing leadership for the development of strategic vision.
- Ability to establish priorities that align with a strategic plan and manage multiple agendas and programs effectively.
- Strong oral and written communication skills, including experience speaking publicly in diverse forums.
- Knowledge, understanding of, and experience in community development strategies, including working knowledge of real estate related resource and capital development strategies utilized in real estate and community revitalization efforts.
- Local market knowledge of policy.
- Fluency using and understanding data to inform decision making.
- Entrepreneurial orientation; ability to seek out creative approaches to community issues.
- Proven ability to work in culturally and ethnically diverse environments.
- Strong interpersonal skills and ability to work effectively with a wide variety of people and organizations, including senior level corporate, philanthropic, public sector representatives and community leaders; ability to inspire trust and to motivate staff and partners.
- Experience building and facilitating relationships within and among various sectors.
- Demonstrated management experience, including staff development, financial management, and office administration.

### **IV. Supervision and Compensation:**

- The Executive Director reports to the LISC Executive Vice President.
- LISC offers a competitive salary and benefits package. Some domestic travel is required.

**Send RESUMES and COVER LETTERS via email to:**

Denise Scott, Executive Vice President  
Local Initiatives Support Corporation  
[fsresumes@lisc.org](mailto:fsresumes@lisc.org)

**No phone calls please**

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