



Local Initiatives Support Corporation

Position Title: Communications & Development Officer
Position Location: Kansas City, MO
Job Classification: Exempt / Full Time
Reports to: Executive Director

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/kansas_city/.

The **Communications & Development Officer** will successfully promote the mission and value of Greater Kansas City LISC to its funders and community partners. This includes implementing a communications plan and cultivating financial support through foundation grants, corporate and individual donations, and event sponsorships. The Officer reports directly to the Executive Director, and collaborates with other Program Officers to develop appropriate strategies for matching funding needs with community capital resources.

Key Responsibilities:

Communications:

- Develop and implement communications plan to broaden awareness and deepen LISC's relationships, particularly with the funding community. This includes PR, direct marketing, social media, and the Greater Kansas City LISC website.
- Manage annual community development celebration event, Thrive, including third-party vendors and corporate sponsorships.
- Develop creative approaches for measuring and communicating the local LISC impact in the community as a thought-leader, convener, and investor. This may include Annual Reports, news stories, marketing collateral, etc.
- Supervise external public relations consultants, graphic designers, and copywriters, and foster connections with national LISC communications team.

Resource Development

- With Executive Director, identify and cultivate funder relationships to grow and diversify portfolio.
- Using Salesforce, track and manage donor activity to meet milestones and insure touch-points occur.
- Spearhead the writing and packaging of grant proposals, working with appropriate program staff to develop outcomes, metrics and theories of change.
- Steward the Development Committee of the Local Advisory Board to assist with donor introductions and meeting fundraising goals.
- Performs additional duties, as required.

Key Qualifications and Competencies:

- Minimum of three to five years of professional relevant experience in fund development and communications.
- Professional experience writing for grants, press releases, donor reports, web content and/or marketing materials.
- Experience fundraising for a non-profit organization and cultivating relationships with relevant foundations and corporations.
- Excellent communication skills to articulate the case for support for various programs.
- Ability to communicate effectively in written, verbal, personal and presentation style formats.
- Passion for the mission of LISC, with at least general familiarity of community development, real estate financing and/or banking and public affairs.

- Ability to structure and manage multiple projects within limited time frames and deadlines. Must work well under pressure, seek and synthesize information.
- A high level of computer literacy required, including familiarity with donor databases and Microsoft Office Professional. Experience with Adobe InDesign a plus.
- Demonstrated success in establishing highly effective working relationships with key leaders, staff, and/or Board members to accomplish goals for an organization.
- Bachelor's degree from an accredited college or university required, preferably in a related field.

LISC offers a competitive salary and excellent benefits.

Please send cover letter, resume and list of professional references to:

Attention: Abigail Hayo
Greater Kansas City LISC
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Kansas City, MO 64105
ahayo@lisc.org

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