



Local Initiatives Support Corporation (LISC)

Position Description - Development Officer

Position Location – New York, NY or Washington, DC

Job Classification – Exempt / Full Time

Reports to – Senior Development Officer

Local Initiatives Support Corporation (LISC) is seeking an energetic and highly organized 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 can be based in the New York City or Washington, D.C. office.

Responsibilities

The 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 relevant 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
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- 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, retirement, and generous vacation, sick leave, and holiday schedules.

LISC Overview

Working with private and public sector partners, Local Initiatives Support Corporation (LISC) seeks to forge healthy, resilient communities of opportunity across America—great places to live, work, do business, visit and raise families. LISC's work currently impacts approximately 6.7 million people, with offices in 31 cities and rural programs and projects that reach residents of 44 states.

With over 35 years of experience, we offer loans, grants, equity investments, and on-the-ground strategic and technical expertise in neighborhoods nationwide. Since 1980, LISC has raised and invested more than \$17.3 billion, leveraging \$52 billion in these areas, helping produce 348,000 affordable homes and 61 million square feet of retail, community, and educational space, including charter schools, recreation facilities, health centers, grocery stores, and other retail projects. Additionally, via LISC's products and services, 15,000 people have improved their credit; 14,500 have improved their net worth; and tens of thousands have found jobs.

To Apply

Position is open until filled but candidates are encouraged to apply as soon as possible. To apply, submit a resume, a cover letter addressing your interest in and qualifications for this position, and a relevant writing sample by email to Maria Rivera at mrivera@lisc.org. **No phone calls please.**

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