



Local Initiatives Support Corporation

Position Title:	Director of Treasury
Reports To:	Vice President, Finance and Capital Strategies
Job Classification:	Exempt / Full Time
Location:	New York, NY

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.

Position

The Director of Treasury position is a high visibility opportunity in the Finance Department at National LISC. The Director of Treasury will report to the Vice President, Finance & Capital Strategies and must be able to interact with LISC's senior management, including the President, CFO, and Senior Vice President of Lending and members of LISC's national Board of Directors, including many senior and highly accomplished members of the Wall Street community. The position is located in LISC's New York City headquarters and may involve occasional travel.

We seek an accomplished finance professional with a demonstrated commitment to the not-for profit sector, excellent communications skills both written and verbal, exceptional interpersonal skills and the ability to work with individuals with a wide range of cultural and educational backgrounds. In this critical role, you will be looked to as a strong leader and key contributor to the advancement of one of the leading national financial intermediaries in community development.

Responsibilities

The Director of Treasury core responsibilities will include:

- Managing Investment Portfolios of Over \$240 million
 - Produce quarterly reports for LISC's Board of Directors
 - Provide ad hoc reports for LISC's Investment Committee
 - Process redemption and purchase requests
 - Evaluate investment opportunities
- Serving as Project Manager for CDFI Bond Guarantee Program
 - Ensure that compliance and reporting requirements are met
 - Oversee investment of monies held in pledged accounts
 - Monitor pledged loans and oversee collateral substitutions
- Providing Management Oversight of CDFI Fund Reporting
 - Oversee completion and submission of Annual Certification Report
 - Make sure that reporting requirements for CDFI Program and Capital Magnet Fund Program awards are met
- Overseeing Daily Cash Management Requirements and Transaction Processing
 - Ensure adequate cash balances for daily operations
 - Review and release wire transfer and ACH transactions
 - Evaluate cost and services of current provider's and competitors' cash management portals
- Overseeing Systems and Collection and Storage of Transaction Data
 - Make sure that files are correctly maintained and that all necessary documentation is retained.

Qualifications and Experience

- Bachelor's Degree required with Master's Degree in finance, business administration public administration or similar field preferred;
- Minimum 5 years work related experience in investment management, treasury operations and compliance reporting; non-profit experience preferred;

- Sound financial and analytical skills, excellent judgment, and a strong operational focus;
- Outstanding written and verbal communication skills with the ability to present ideas succinctly and in a compelling fashion;
- Ability to read complex legal documents relating to investments and derivative products;
- Creative and decisive professional with a self-starting orientation and a roll up the sleeves attitude who knows how to balance tactical and strategic issues;
- Ability to prioritize and handle multiple tasks
- Experience supervising, managing and coaching staff is required;
- Strong computer skills, highly proficient use of Microsoft Excel spreadsheets;
- Excellent interpersonal skills and a team-player;
- High ethical standards and keen attention to detail.

For consideration, please forward a cover letter and resume to:

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