



## Local Initiatives Support Corporation

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

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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/](http://www.lisc.org/kansas_city/).

The **Development & Communications Officer** will successfully promote the mission and achieve the funding goals of Greater Kansas City LISC by securing financial support from foundations, corporations, government and individuals. The Officer also manages LISC’s local communications and public relations as they relate to the promotion of the organization, its activities, and the fundraising objectives.

**Key Responsibilities:**

1. Identify, strategically cultivate, and solicit a portfolio of approximately 100 existing and new qualified funders.
2. Design and implement individualized stewardship plans with a focus on expanding relationships.
3. Collaborate with Local Advisory Board to strategically advance stewardship plans and identify new prospects.
4. Develop and spearhead multi-year fundraising campaign, achieving annual milestones and creating effective measurements and reports.
5. Cultivate current and new relationships with foundations around the region, with particular emphasis on grant writing and reporting on LISC's impact.
6. Create and manage special events in support of the development program, including an annual celebration awards event.
7. Implement communications strategy to support the development campaign that includes PR, direct marketing, social media, and the Greater Kansas City LISC website.
8. Supervise external public relations consultants, graphic designers, and copywriters, and foster connections with national LISC communications team.
9. Manage system for ongoing planning and evaluation of Greater Kansas City LISC's impact in the community and throughout its program areas, and develop creative communications for reporting on these activities.
10. Help to position senior staff in media as thought-leaders and experts.
11. Performs additional duties, as assigned.

**Key Qualifications and Competencies:**

- Bachelor's degree from an accredited college or university required, preferably in English, journalism or related field.
- Three to five years of relevant experience.
- Ability to communicate effectively in written, verbal, personal and presentation style formats with a wide variety of individuals.
- Work effectively with Executive Director to establish donor meetings, and guide relationships from origination to financial support.
- Demonstrate a high level of strategic vision related to matching LISC products and services with funders' missions and needs.
- Proven professional experience writing for grants, press releases, donor reports, web content and marketing materials.
- Passion for the mission of LISC, with at least general familiarity of community development, real estate financing and/or banking and public affairs.
- Excellent communication skills to articulate the case for support for various programs.
- Proven ability to source financial resources and demonstrated success in the area of major gift fundraising, grant writing, administration and related activities.

- 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 Board members to accomplish goals for an organization.

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  
600 Broadway, Suite 280  
Kansas City, MO 64105  
ahayo@lisc.org

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