



LOCAL INITIATIVES SUPPORT CORPORATION
Job Description

POSITION TITLE: Deputy Director, Indianapolis
REPORTS TO: Executive Director
JOB CLASSIFICATION: Full Time / Exempt
LOCATION: Indianapolis, IN

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

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.

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

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 39 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. Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 32 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org.

In the 26 years that LISC has been active in Indianapolis, we have invested over \$260 Million to improve Indianapolis neighborhoods resulting in over 7800 affordable housing units and 6.4 Million square feet of transformed commercial space. Visit us at www.liscindianapolis.org

Key Responsibilities

The Deputy Director is responsible for the day-to-day management of Indianapolis LISC's programs and capacity building. The Deputy Director will work closely with the Executive Director to support a robust and growing LISC office in a competitive market.

Program Development and Implementation

- Lead LISC's backbone role for the Great Places 2020 collective impact initiative (www.greatplaces2020.org)
- Supervise program staff to meet annual performance goals and align with implementation of the strategic plan.
- Work with staff and Executive Director on developing new programmatic initiatives and managing existing programmatic initiatives.
- Work closely with community-based organizations on their work plans related to Indianapolis LISC program initiatives.
- Develop and maintain partnerships with key stakeholders in the community development sector and create linkages between community-based organizations by collecting information on partners and identifying new potential partners.
- Develop and maintain partnerships with community organizations and other advocacy groups engaged in local and state public policy issues.
- Track progress on programmatic milestones. Conduct research, and gather and analyze data that supports programmatic outcomes. Prepare, monitor, and track performance and outcomes of grant recipients and borrowers.
- Develop and coordinate training programs, best practice seminars and webinars.

Financial and Performance Management

- Assist Executive Director to prepare annual operating and program budgets and budget reports.
- Oversee expense and revenue booking and allocations, including funding transactions, disbursements, invoices and expense reports.
- Work with program staff to conduct annual financial due diligence review of grantees.
- Work with Executive Director and team to develop financial and program performance management tools to support neighborhood work.

Resource Development

- Coordinate with the Executive Director and staff to identify fundraising priorities and implement a fund development strategy.
- Support the development and writing of proposals and reports for foundation, corporate, and public sector funders.
- Assist the Executive Director with the stewardship of Indianapolis LISC's funding relationships.

Grants and Contract Management

- Oversee grant and consultant requests.
- Evaluate and enhance existing government grant compliance monitoring procedures.
- Serve as liaison with National LISC office on all grants and contract management issues and priorities.

Other Duties

- Assistance with development of Indianapolis LISC policy plan aligning strategic goals
- Support efforts to communicate the programmatic initiatives, such as through press releases and social media.
- Work with staff during performance appraisal process including review of job descriptions and coordination of staff development plans.
- Represent Indianapolis LISC and Executive Director at meetings, events, and conferences as needed.
- Participate in National LISC meetings and activities as required.
- Perform all other duties as assigned.

Qualifications

A successful candidate will have the following expertise and experience:

- Bachelor's degree from an accredited college for university in Business Administration, Finance, Economics or Urban Planning required. Master's degree preferred.
- Minimum 10 years or experience performing higher-level business planning functions, with 5 years of management experience.
- Highly motivated, solution-oriented, entrepreneurial individual who is self-directed, and able to successfully balance multiple priorities and programs, be flexible, and work in fast-paced environment. Capacity to simultaneously work on multiple tasks and set priorities for a challenging workload with great organization, initiative, attention to detail and timely follow-through as well as high standards for excellence, innovation, accountability, accuracy, and efficiency.
- Strong managerial skills with the ability to motivate staff and create an exciting business environment.
- Strong oral and written communication skills, including experience speaking publicly in diverse forums.
- Demonstrated interest and experience in leveraging real estate and innovative financing to improve low-income communities.
- Strong business management.
- Good facilitation and presentation skills including use of technology to communicate ideas and strategy.
- Demonstrated success in managing multiple projects and maintaining strong relationships with clients and co-workers.
- Strong communication skills to effectively collaborate with clients and colleagues, present information, and write cohesive reports for audiences with varying degrees of expertise.

Compensation

LISC offers a competitive salary and excellent fringe benefits

To Apply, please send cover letter and resume via email to:

Tedd Grain
Executive Director
tgrain@lisc.org

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