



Local Initiatives Support Corporation

Position Title: Program Officer-Communications & Development
Reports To: Executive Director
Job Classification: Exempt / Full Time
Location: Richmond, VA

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 and the Virginia office at <http://www.lisc.org/virginia/>

Description

Virginia LISC seeks a qualified candidate for a Program Officer position with the Virginia LISC office to plan and implement communications and public relations activities as well as resource development efforts for the office. The Development & Communications Officer will successfully promote the mission and achieve the funding goals of Virginia 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:

Develop and implement a communications plan for the office

- Develop media relations strategy, seeking placements in print and broadcast and cultivating relationships with journalists
- Coordinate all public relations activities
- Write and edit content for all press releases, newsletters, website pages, presentations and speeches
- Develop and disseminate content on all social media platforms
- Think strategically about how to further promote Virginia LISC externally, maintaining a key understanding of industry trends
- Identify, strategically cultivate and solicit a portfolio of existing and new qualified funders.
- Design and implement individualized stewardship plans with a focus on expanding relationships.
- Collaborate with Local Advisory Committee to strategically advance stewardship plans and identify new prospects.
- Develop and spearhead annual fundraising plans, achieving annual milestones and creating effective measurements and reports.
- Cultivate current and new relationships with foundations around the region, with particular emphasis on grant writing and reporting on LISC's impact.
- Create and manage special events in support of the development program, including an annual celebration awards event.
- Supervise external public relations consultants, graphic designers, and copywriters and foster connections with national LISC communications team.
- Performs additional duties, as assigned.

Key Qualifications and Competencies:

- Bachelor's degree from an accredited college or university required, preferably in English, journalism, communications or related field.
- Three to five years of relevant experience.
- Excellent writing skills
- 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.
- Demonstrate a high level of strategic vision related to promoting LISC through communications
- 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, and Illustrator a plus.
- Demonstrated success in establishing highly effective working relationships with key leaders, staff, and board members to accomplish goals for an organization.

The position will be based in Richmond. LISC offers a competitive salary and an excellent benefits package.

Please send cover letter and resume to: EFlanagan2@lisc.org.

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