Local Initiatives Support Corporation
Position Description

Position Title: Development Officer
Position Location: Jacksonville, FL
Job Classification: Exempt / Full Time
Reports to: Executive Director

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 40 years, LISC and its affiliates have invested approximately $22 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 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

The LISC Jacksonville office opened in 1981 and serves the metropolitan region with focused lending and programming in affordable housing, economic development, and financial stability. Our work is rooted in the critical importance of ensuring diversity, equity, inclusion, and justice. For more information, please visit us at www.lisc.org/jacksonville.

Description
LISC Jacksonville seeks a qualified candidate for a Development Officer position who will plan and implement the resource development and community outreach strategies for the office. The Development Officer will successfully promote the mission and achieve the funding goals of LISC Jacksonville by securing financial support from foundations, corporations, government and individuals. The Officer reports directly to the Executive Director, and collaborates with other staff members on external messaging to promote the organization and its objectives. Visit us at www.lisc.org/Jacksonville

Responsibilities:
Resource Development:
- With Executive Director, create, implement and evaluate the office’s overall fundraising plan to grow and diversify revenue sources
- Design and execute a comprehensive, stewardship plans with a focus on cultivating current and new relationships with foundations, financial institutions, corporations, civic institutions, and individuals
across the region.

- Develop and drive annual fundraising plans, creating effective metrics and achieving milestones.
- Spearhead the writing and packaging of proposals and reports with appropriate staff.
- Manage and track fundraising and donor activity using Salesforce.
- Monitor industry trends and match LISC products and services to funders’ missions and needs.

Relationship Management:

- Build and maintain a network of existing and potential foundation and grant manager contacts/relationships, corporate sponsors and individual donors.
- Collaborate with Executive Director and Local Advisory Board to strategically advance stewardship plans, guide relationship cultivation, and identify new prospects.
- Support the development of a community engagement plan to reinforce LISC’s relationships.
- As needed, engage with local residents, nonprofit organizations, community stakeholders and policymakers around community development.

Communications and Marketing:

- Develop and implement communications plan to broaden awareness and deepen LISC’s relationships, particularly with the funding community. This includes managing public relations, direct marketing, social media, and the LISC Jacksonville website.
- Develop creative approaches for measuring and communicating the local LISC impact as a thought-leader, convener, and investor. This may include creating Annual Reports, newsletters, news stories, other marketing collateral, etc.
- Supervise external public relations consultants, graphic designers, and copywriters, and foster connections with national LISC Communications team.
- Demonstrate a high level of strategic vision related to promoting LISC through effective communications.
- Perform additional duties, as required.

Qualifications:

- Bachelor’s degree from an accredited college or university is required, preferably in journalism, business, communications, nonprofit management, public administration, or related field.
- Minimum 5 years professional work experience in fundraising for a non-profit organization or similar professional experience building community relations in the Jacksonville area by cultivating relationships with a diverse group of stakeholders.
- Experience writing grants, press releases, public remarks, follow-up letters, donor reports, web content and/or marketing materials.
- Strong time management, project management skills.
- Strong oral and written communication skills.
- Passion for the mission of LISC, with at least general familiarity of community development, real estate financing and/or banking and public affairs.
- Proficient in Microsoft Office and familiarity with donor databases. Experience with Adobe InDesign and Illustrator a plus.

Compensation
LISC offers a competitive salary and an excellent benefits package.

To Apply
Please send cover letter and resume to ICohen@lisc.org with subject line of “Development Officer”.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY, EQUITY, INCLUSION, & JUSTICE