LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

POSITION TITLE: Senior Director, Fund Operations, Strategic Investments
REPORTS TO: Managing Director, Strategic Investments
JOB CLASSIFICATION: Full Time/ Exempt
LOCATION: Washington, DC

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 $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 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

About the Team and the Role
In LISC Strategic Investments, we are charged with coordinating the design, development, and deployment of impact investment funds in LISC’s local markets nationwide. Strategic Investments employs an “impact first” investment methodology that optimizes the impact on the communities we care about while achieving sustainable risk-adjusted returns for investors.

While many groups within the LISC organization support fund management activities, the Strategic Investments team is ultimately responsible for ensuring a successful track record for LISC’s off balance sheet fund investments. Operationally, this often involves coordinating the efforts of relevant teams to ensure that the overall organization understands who is playing what role and executes on the overall strategy.
This position will focus on the execution and support of a new fund that LISC will be managing to provide liquidity and working capital to small businesses in NY that are recovering from the business disruptions caused by the Covid-19 pandemic.

Local Initiatives Support Corporation (LISC) seeks an experienced professional for a Fund Operations position for the Strategic Investments team, to be located in Washington DC or New York City. This is a key position within LISC and is critical to the successful expansion of the LISC brand beyond community development and into the impact investing space. The Senior Director, Fund Operations will be responsible for coordinating LISC’s Fund Administrator role for the NY Forward Fund (NYFF) and other similar funds to come. LISC’s role will be to:

- Serve as a liaison between originating CDFIs participating in the Fund and the fund investors
- Operationalize a database system that will collect information on small business loans
- Track fund loan purchases and loan performance data
- Monitor the fund platform portal, Connect2Capital
- Provide support for the cash management function of the fund.
- Manage the investor reporting, including writing reports and collecting impact data
- Problem solve as issues may come up in rolling out a new fund

This role will involve working closely with internal departments such as IT, and our affiliate, New Markets Support Corporation, as well as external partners such as originating CDFIs and state agencies.

This position requires a passion for doing hard but rewarding impactful work to improve under-invested communities across this country.

**Essential Duties and Responsibilities**

The following are an indication of the position’s core responsibilities; these are intended to illustrate the scope of responsibilities and are not exclusive of other duties that may be required.

**Fund Administration**

- Help operationalize a $100 million fund for NY small businesses and other similar funds.
- Interact with a database management system for loan purchases.
- Communicate with CDFIS for weekly and monthly batch reconciliation
- Identify, prioritize and engage in problem solving with CDFI partners, internal teams, and offer recommendations when issues arise.
- Reconcile cash purchases and transfers between CDFIs and a Trust, managed by LISC
- Monitor the fund’s online platform for key data metrics on the fund
- Interact with LISC Strategic Investments staff to provide accurate and timely information.
- Perform all other duties as assigned.
Minimum Qualifications

- Bachelor’s degree from an accredited college or university is required.
- Minimum five (5) years finance experience, preferably in banking/finance or community development.
- Minimum five (5) years’ experience in fund operations or asset management.
- Experience with small business lending is preferred.
- Experience with implementation of a new, start-up initiative.
- Working knowledge of small business finance and/or operations.
- Experience with and affinity for database technology and online metrics reporting.
- Strong communication, analytical, decision-making, time management, organizational, follow-up and relationship management skills.
- Self-starter, ability to work independently as well as collaboratively.
- Proficiency in Microsoft Office Suite, particularly Microsoft Excel.

Compensation

LISC offers a competitive salary and excellent fringe benefits

To apply, please send a cover letter and resume via email to: employment@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION