Local Initiatives Support Corporation  
Greater Cincinnati

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

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

To learn more about LISC Greater Cincinnati go to http://www.lisc.org/greater-cincinnati/
Position Description

LISC Greater Cincinnati seeks an individual with passion for community development to join our highly productive and capable staff as Deputy Director. The Deputy Director is responsible for the day-to-day management of LISC Greater Cincinnati’s operations and programmatic & lending activity. The Deputy Director will work closely with the Executive Director to develop and maintain a robust, growing and leading edge LISC program.

Job Specifications

PROGRAM ACTIVITY
- Guide and foster implementation of LISC Greater Cincinnati’s racial equity agenda.
- Manage a small team to meet annual programmatic and performance goals and align work with implementation of the strategic plan focused on housing affordability, economic opportunity, and place-based investing.
- Assist in management of LISC lending activity across our suite of loan products.
- Work closely with the Executive Director to develop new programmatic initiatives and manage existing programmatic initiatives.

FINANCIAL AND PERFORMANCE MANAGEMENT
- Understand, develop and maintain LISC’s internal systems and ensure that staff meet internal and external deadlines.
- Oversee financial management systems, including expense and revenue booking and allocations, funding transactions, disbursements, invoices and expense reports.
- Oversee program staff to conduct annual financial due diligence review of grantees.
- Assist Executive Director to prepare annual operating/program budgets and reports.

RESOURCE DEVELOPMENT & FUNDER RELATIONS
- Lead the development and writing of proposals and reports for foundation, corporate, and public sector funders.
- Oversee and support LISC staff on the development and implementation of local and special events.
- Support stewardship of funding relationships in collaboration with the Executive Director.

GRANTS AND CONTRACT MANAGEMENT
- Oversee grant and consultant requests and execution of contracts.
- Understand government grant compliance monitoring procedures.
- Collaborate with National LISC office on grants and contract management issues and priorities.

ADDITIONAL DUTIES
- Good understanding of a corporate culture with both national and local demands to get work accomplished with internal teams.
- Represent LISC Greater Cincinnati and the Executive Director at meetings, events, and conferences as needed.
- Participate in National LISC meetings and activities as required. May require some domestic travel.
Perform other related duties as needed.

Minimum Qualifications

Applicants should have the following qualifications:

- Bachelor’s degree from an accredited college or university required; post-graduate degree is a plus. Urban planning, finance, economics, nonprofit management backgrounds preferred.
- Minimum 7 years progressive management experience in community development, real estate, lending, finance or non-profit field.
- Experience motivating and creating a positive and productive working environment.
- Highly motivated, solution-oriented, self-directed, and able to successfully balance multiple priorities and work in a fast-paced environment.
- Working knowledge of the economic, political, and social environments of the Cincinnati area, especially neighborhoods, organizations, and community development efforts strongly preferred.
- Experience building relationships, networking and collaborating effectively with ethnically/ culturally/ socio-economically diverse populations and community organizations.
- Experience in managing complex non-profit or for-profit financial management systems, including budgeting, grants and contract management.
- Strong oral and written communication skills, including experience speaking publicly in diverse forums.
- Detailed and timely attention to reporting requirements and deadlines – especially in the area of grant writing and reporting.

Compensation

LISC offers an excellent benefits and compensation package.

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

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION