



LOCAL INITIATIVES SUPPORT CORPORATION
Job Description

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

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

LISC Indianapolis seeks an individual with a passion for strengthening communities to join its highly productive and capable staff as a **Deputy Director**. The Deputy Director is responsible for the day-to-day management of Indianapolis LISC's programs. The Deputy Director will work closely with the Executive Director to focus on the strategic direction and guidance for all aspects of LISC's future program vision and strategies in Indianapolis. The successful candidate will have excellent leadership, collaboration, communication, and entrepreneurial skills along with an understanding of the importance of public and private sector engagement in community

revitalization efforts. The position requires a strong commitment to the role of community-based non-profit organizations as agents of positive community change as well as an understanding of, and appreciation for, other key public and private partners who can offer additional resources to the work of community development in the region.

Key Responsibilities

Financial and Performance Management

- Prepare annual operating and program budgets, and manage day-to-day budget activities.
- Oversee program staff to conduct financial due diligence review of grantees.
- Develop financial and program performance management tools to support neighborhood work.

Resource Development

- Raise sufficient funds annually to finance LISC Indianapolis program activities and projects.
- Seek out new and creative resource development strategies for LISC and the community development field.
- Raise capital for existing and new investment funds.

Grants and Contract Management

- Oversee and monitor the performance of LISC's financing, technical assistance, training and organizational development strategies to strengthen partner capacities and impact.
- Manage grant and consultant contracts. Evaluate and enhance existing government grant compliance monitoring procedures.

Program Development and Implementation

- Establish priorities that align with a strategic plan and manage multiple agendas and programs effectively. Engage with a wide variety of community partners.
- Develop and implement an impact investing strategy to use LISC's financial resources to catalyze a pipeline of affordable housing, economic development, small business and other real estate projects and catalytic programs.
- 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.
- Provide leadership on housing and community development policy issues in Indianapolis. Advocate on behalf of LISC and the policy networks at the local, state and federal levels to secure the tools necessary to advance a comprehensive redevelopment strategy.

Other duties

- Recruit and maintain diverse LISC Indianapolis staff. Attend to continuous staff development and talent cultivation, and maintain an inclusive and empowering work environment.

- Represent LISC Indianapolis at meetings, events, and conferences as needed.
- Maximize the use of National LISC resources and expertise in Indianapolis.
- Perform all other duties as assigned.

Qualifications

- 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 work related experience in community, housing and/or economic development.
- Demonstrated interest and experience in leveraging real estate and innovative financing to improve low-income communities.
- Minimum 5 years of staff management experience.
- Experience working with diverse populations.
- Strong managerial skills with the ability to motivate staff effectively.
- Strong oral and written communication skills, including experience speaking publicly in diverse forums.
- Demonstrated success in managing multiple projects and maintaining strong relationships with clients and co-workers.

Compensation: LISC offers a competitive salary and excellent benefits.

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

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