Local Initiatives Support Corporation
Position Description

POSITION TITLE: Director of Development & Administration
REPORTS TO: Executive Director
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: New York, NY

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 $24 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 38 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

Position Description
The New York office of the Local Initiatives Support Corporation seeks a professional to fill the position of Director of Development & Administration. This position reports to the Executive Director and works closely with the Director of Finance and other senior team members. The local New York program, works with nonprofit, community-based organizations to develop affordable housing, commercial enterprises and community facilities. Since its founding in 1979, LISC NYC has invested over $3.1 billion, levering an additional $7 billion in low-income communities. This has resulted in more than 40,000 affordable homes built and preserved as well as almost 2 million square feet of retail and community space created. We also invest in health, economic development, financial well-being and environmental sustainability so that the communities our partners serve are good places to live, work, do business and raise children. For more information visit http://www.lisc.org/nyc/.

Under the direction of the Executive Director, the Director of Development & Administration will develop and implement a fundraising strategy that will include a multi-million dollar campaign over the next three to five years. Working in concert with the Executive Director; the Director for Development
will be responsible for identifying funding opportunities in support of general program requirements that align with the LISC NYC strategic program and fundraising strategy. In addition, the Director of Development & Administration will develop protocol and oversee the monitoring of fiscal administration processes related to general operations, grant administration, finance processes, and administrative compliance with the LISC National protocol. The Director of Development & Administration also will work in concert with the Director of Finance on program budget development, program financial internal and external reporting, revenue forecasts and budget reconciliation.

Responsibilities:

- Manage grant management program for LISC NYC and the State of NY; timely and accurately draft and submit funding requests as set forth and in accordance with the LISC NYC development strategy. Prepare and submit required reports timely and accurately.

- Develop and implement a stewardship program that will maintain a positive relationship between LISC NYC and its current donors and lenders. Manage relationships with funders and ensure communication flow that enhances the fundraising strategy.

- Manage and oversee the CRM system function for the LISC NYC team to maximize alignment between programmatic and funding efforts.

- Prepare program budgets for external or internal proposals in collaboration with the LISC NYC Director of Finance.

- Manage reporting and compliance function for the LISC NYC fundraising program, administrative process, and operational protocol for the LISC NY team.

- Project manage the development of written protocol for all functions across the LISC NY geography. Manage the maintenance and update of operational and administrative protocol for the team

- Coordinate with or supervise other program staff, as appropriate.

- Assume responsibility for special projects, as assigned.

Qualifications:

- Bachelor’s degree from an accredited college or university required

- Minimum 8 years of relevant work experience in developing and leading programs.

- Demonstrated experience managing multiple, complex assignments at various stages and coordinate with multiple internal and external parties to meet approval and closing deadlines.
• General familiarity with and commitment to the community development sector and the critical role of nonprofit organizations in driving inclusive economic development and preserving the unique cultural heritage of neighborhoods.

• Strong interpersonal skills.

• Strong organizational skills. Ability to work effective independently and in a team setting performing multiple tasks and projects.

• Capacity to work on multiple tasks and projects simultaneously, while still meeting the priorities of the position.

• Ability to effectively manage a challenging workload and meet deadlines.

• Excellent writing, financial analysis, and verbal communication skills.

• Flexibility and poise in dealing with a diverse set of individuals and organizations, especially donor prospects.

• Detail-oriented while still able to understand and promote a global view of the community development field and LISC.

LISC offers a competitive salary and excellent benefits.

Please send cover letter and resume via e-mail to: liscnycresumes@lisc.org

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