Local Initiatives Support Corporation

Position Description

Position Title: Development Officer
Position Location: Kansas City, MO
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 $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

The LISC Greater Kansas City 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/kansas-city

Description
LISC Greater Kansas City 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 Greater Kansas City 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.

**Responsibilities:**

- **Create, implement and evaluate the office’s overall fundraising plan working with the Executive Director, Local Advisory Board, and staff to garner diversified revenue sources to maintain the programmatic, operational, and lending capital needs.**

- **Development Strategy:** Design and implement a comprehensive, multi-year plan for developing individualized 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 spearhead annual fundraising plans, achieve annual milestones, create effective metrics and reports, and manage and track donor activity thru Salesforce. Coordinate the writing and packaging of proposals and reports with appropriate staff.

- **Relationship Management:** Build, develop 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 and identify new prospects.

- **Annual Event Management:** Support the planning and implementation of our annual community development celebration event, Thrive, including third-party vendors and corporate sponsorships.

- **Community Engagement and Marketing:** Coordinate the development and implementation of a community engagement plan to broaden awareness and deepen LISC’s community relationships. Coordinate production of agency newsletter, website, graphic identity, and social media platforms to promote greater understanding of LISC in a culturally competent manner. Think strategically about how to further promote LISC Greater Kansas City externally, maintaining a key understanding of industry trends. Supervise external public relations consultants, graphic designers, and copywriters, and foster connections with national LISC communications team.

- **Gift Management and Storytelling:** Track revenue and fundraising trends, then use the information to predict future opportunities for expansion efforts and avoid any downturns in individual, corporate or foundation gifts. Develop creative approaches for measuring and communicating the local LISC impact in the community as a thought-leader, convener, and investor. This will include Annual Reports, news stories, and marketing collateral, among others.

- **Work effectively with the Executive Director to establish donor meetings, and guide relationships from origination to financial support.**

- **Demonstrate a high level of strategic vision related to promoting LISC through effective communications and matching LISC products and services to funders’ missions and needs.**

- **Perform additional duties, as required.**
Qualifications:
We’re seeking candidates who excel in **relationship-building**, are **results-oriented**, and have strong **development and communication skills**.

- Bachelor’s degree from an accredited college or university 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 or building community relations in the Kansas City area by cultivating relationships with a diverse group of stakeholders.
- Excellent writing skills and prior experience writing grants, press releases, public remarks, follow-up letters, donor reports, web content and/or marketing materials.
- High level of attentiveness to detail and time management while working independently.
- Ability to communicate effectively in written, verbal, personal and presentation style formats with a wide variety of individuals and audiences, which speaks about our work, partners, and residents with the highest level of respect and dignity.
- Passion for the mission of LISC, with at least general familiarity of community development, real estate financing and/or banking and public affairs.
- Ability to structure and manage multiple projects within limited time frames and deadlines. Must work well under pressure, seek and synthesize information.
- Proficient in Microsoft Office, familiarity with donor databases and experience with Adobe InDesign.

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

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

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