POSITION TITLE: Investor Relations Analyst
DEPARTMENT: 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 Strategic Investments
The LISC Strategic Investments team leads 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.

The unique power of LISCs local office presence combined with the strength of our national investment expertise is a powerful combination for creating real impact in the communities we serve. This network requires careful coordination between Strategic Investments, the LISC Local Offices, and other stakeholders within LISC. 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. Visit us at www.liscstrategicinvestments.org
About This Role
The Strategic Investments team has been organized into functional expertise groups that lead and support the activities necessary to design, raise, deploy, and manage Impact Funds. Those functional groups are listed below:
1. Fund Design & Modeling – initial fund concept design and modeling, market testing
2. Fund Development – raising money from investors for the fund
3. Fund Deployment – creating the investment origination strategy and managing the underwriting and investment process
4. Fund Performance & Reporting – managing the performance of existing investments, completing financial & impact reporting, and managing conduit funds

This role will work within the Fund Development function. More specifically this position will support the Senior Director of Fund Development in the creation of investor collateral, offering investors the opportunity to be a part of our funds, and managing the closing process for bringing capital into the funds.

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 MODELING & DESIGN
- Providing support for the creation of fund investor materials
- Creating and modifying investor fund pitch decks
- Corresponding with investors and coordinating investor calls
- Tracking contacts and progress with investors in Salesforce
- Preparing investor reports and uploading to the data room
- Contributing creatively to the investor outreach strategy
- Coordinating with the local office to optimize outreach
- 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 two (2) years’ experience in investor relations or project management
- Very strong organizational skills
- Very strong writing and proofreading skills
- Good general communicator
- Preference for experience with Salesforce
- Preference for experience with data rooms or investor portals
- Preference for experience with real estate investing
- Self-starter, ability to work independently as well as collaboratively.
- Expert in Microsoft Excel

LOCATION & COMPENSATION & TRAVEL
This position will preferably be located either in Washington DC or New York City. LISC offers a competitive salary and excellent fringe benefits. This position is expected to travel roughly a maximum of 1-2 times per month.
To apply, please send a cover letter and resume via email to: strategicinvestments@lisc.org
Please be certain to include the title of the position for which you are applying and your name in both the subject of your email and the file name of any files you send.

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