



**LOCAL INITIATIVES SUPPORT CORPORATION**  
**Position Description**

POSITION TITLE: Director for Individual Philanthropy (Major Gifts)  
REPORTS TO: Senior Vice President, Resource Development  
JOB CLASSIFICATION: Full Time / Exempt  
LOCATION: New York preferred

**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](http://www.lisc.org).

**JOB OVERVIEW:**

LISC is seeking an energetic and talented individual for Director of Individual Giving. This newly created position will create a new area of support for LISC from high net worth individuals by

soliciting and securing major gifts. The position will build off a very successful recent 40<sup>th</sup> gala that generated significant individual donor prospects and gifts as well as a newly established national Emerging Leaders Committee. Individual Giving will be part of LISC's successful resource development team that secures resources from corporations and private foundations as well as individual board members. The successful candidate will be a self-starter, creative, collaborate well with a passionate team, and have a deep commitment to building inclusive communities across the United States. The position will report to the SVP for Resource Development.

## **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.*

This new position will create and lead the effort to implement an individual donor program at LISC. It is an exciting time to undertake this work. Below are the job responsibilities for this role.

**Planning:** Working closely with the SVP of Development, develop and apply a strategy to create a base of support from high-net worth individuals with a goal of raising significant new resources for the organization.

**Fundraising & Relationship Building:** In partnership with the senior leadership, conduct outreach to donors, meet with donors, prepare and provide strategic guidance on donor solicitations and engagements, work closely with Board members to build major donor program.

**Prospect Development:** Build and manage major donor prospecting and research to build a pipeline of prospective individual major donors to the prospect list and determine best individual strategies. This includes research and follow-up support for individuals identified by LISC Board members.

**Stewardship:** Serve as lead on donor stewardship activities, create a stewardship process for major donors, ensure proper acknowledgement of gifts, outreach and personalized communication between LISC and individual donors.

**Cultivation and Events:** Develop and undertake individual engagement strategy, implement cultivation activities including communications, meetings, and events. Manage the production and mailing/e-mailing of collateral. With national programs and knowledge management, implement and follow-up upon programmatic-focused cultivation activities that prospects and donors could attend. Identify opportunities to collaborate with local offices in mutually beneficial cultivation activities and events.

**Maintain strong internal relationships** as the individual will work with a variety of staff members in the national office, including a high-profile Board of Directors, Senior Vice President for Resource Development, and members of the senior staff as well as peers across the country.

**Systems:** Create infrastructure and systems for management, research, and pipeline development for a national portfolio of major/leadership gifts leveraging LISC's existing Salesforce platform, and other fundraising tools.

Perform all other duties as assigned.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

The ideal candidate should have the following experience and qualifications:

- Bachelor's degree from an accredited college or university plus 5+ years development experience
- Success in direct major donor solicitation, including prospecting
- Be an innovative self-starter, able to work with a wide variety of people
- Demonstrated ability to prioritize, handle a wide variety of projects and commit to results
- Commitment to LISC's mission and understanding of current related issues and landscape

**COMPENSATION:**

LISC offers a competitive salary and excellent fringe benefits.

To apply, please send a cover letter and resume via email to: [development@lisc.org](mailto:development@lisc.org).  
No phone calls please.

**We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.**

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