LOCAL INITIATIVES SUPPORT CORPORATION
Milwaukee, WI

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

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

BACKGROUND
LISC Milwaukee is a local office within National LISC, the nation’s largest Community Development Financial Institution (CDFI). LISC Milwaukee has more than 25 years of experience working as a catalyst for community reinvestment in Milwaukee. It helps resident-
led, community based development organizations transform distressed neighborhoods into healthy places to live, work, worship, do business and raise families. Increasingly, we also work with and lend to for-profit entities that share our community development mission and goals. Since 1995, Milwaukee LISC has invested over $127 million in Milwaukee's neighborhoods, and leveraged an additional $326 million for neighborhood improvements.

LISC is seeking a team-oriented individual to help deploy a wide range of strategies and services that comprise the work of the Milwaukee LISC office. This is a key position within LISC and is critical to the ongoing success of LISC Milwaukee’s priority initiatives. This position reports to the Executive Director.

KEY RESPONSIBILITIES
The Deputy Director is responsible for the day-to-day management of LISC Milwaukee’s operations, supervision of employees, and programmatic support. The Deputy Director will work closely with the Executive Director to develop and maintain a robust, growing and leading edge LISC office. This person must have the capacity to simultaneously work on multiple tasks, set priorities for a challenging workload with great organization, initiative, attention to detail, and timely follow-through, as well as high standards for accuracy and efficiency.

PROGRAM DEVELOPMENT
- Manage a small team of staff to meet annual programmatic and performance goals and align work with implementation of the strategic plan and annual work plan.
- Work with staff to track progress on programmatic milestones, to conduct research, gather and analyze data that supports programmatic outcomes.
- Prepare, monitor and track performance and outcomes of grant recipients and borrowers.
- Support the staff and the Executive Director on project specific tasks, such as developing and managing programmatic initiatives.
- Assist with development of LISC Milwaukee’s policy plan aligning strategic goals.
- Oversee the implementation of multi-sector, public private partnerships as assigned including coalition building between municipalities, partners, investors and stakeholders.

FINANCIAL AND PERFORMANCE MANAGEMENT
- Understand, develop and maintain LISC’s internal systems and ensure that staff meet internal and external deadlines.
- Oversee financial management systems, including program budgets, expense and revenue booking and allocations, funding transactions, disbursements, invoices and expense reports.
- Support program staff to conduct annual financial due diligence review of grantees.
- Work with Executive Director and team to develop financial and program performance management tools.
• Assist Executive Director to prepare annual operating/program budgets and reports.
• Communication strategies for messaging to build awareness, and understanding performance metrics to stakeholders.

RESOURCE DEVELOPMENT & FUNDER RELATIONS
• Support the development and writing of proposals and reports for foundation, corporate, and public sector funders.
• Lead LISC staff and consultants in the development and implementation of special events, including coordination with sponsors.
• Support stewardship of LISC Milwaukee’s funding relationships in collaboration with the Executive Director and Development Director
• Facilitate strong collaboration with the City of Milwaukee, WHEDA, and other investors.
• Special Event Coordination.

GRANTS AND CONTRACT MANAGEMENT
• Oversee grant management, tracking, and execution of contracts.
• Evaluate and enhance existing grant compliance, monitoring, and reporting.
• Collaborate with National LISC office on grants and contract management.

ADDITIONAL DUTIES
• Good understanding of a corporate culture with both national and local demands to get work accomplished with internal teams.
• Support efforts to promote our work through press releases and social media.
• Work with staff during performance appraisal process including review of job descriptions and coordination of staff development plans.
• Represent LISC Milwaukee and the Executive Director at meetings, events, and conferences as needed.
• Participate in National LISC meetings and activities as required. May require some domestic travel.
• Periodic local travel, evening and weekend work is required.
• Supports the Executive Director as needed.
• Perform all other duties as assigned.

QUALIFICATIONS
• Bachelor’s degree from an accredited college or university in Business Administration, Finance, Economics/Urban Planning, Nonprofit Management or related fields/equivalent experience. Master’s Degree preferred.
• Minimum 5 years of progressive senior management experience, with extensive experience supervising staff. Experience motivating staff and creating positive and productive work environments.
• Experience in managing complex financial management systems, including budgeting, grants and contract management.
• Highly motivated, solution-oriented, entrepreneurial individual who is self-directed, and able to successfully balance multiple priorities, be flexible, and work in a fast-paced environment.
• Strong managerial, team building and leadership development skills. Must have excellent interpersonal skills.
• Strong oral and written communication skills, including experience speaking publicly in diverse forums.
• Demonstrated professional work experience in business and operations management.
• Good facilitation including use of technology to communicate ideas and strategy.
• Building and maintaining strong internal and external relationships is key to this position.
• Flexibility to effectively collaborate and provide high level of customer service to clients and colleagues, present information, and write cohesive reports for audiences with varying degrees of expertise.

TO APPLY
Please send cover letter and resume via email to tflipscomb@lisc.org and include “Deputy Director” in the subject line of your email.

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