Local Initiatives Support Corporation
Position Description

POSITION TITLE: Development Officer
REPORTS TO: Director of Development & Administration
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 $2 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

The local New York City program of LISC (LISC NYC) advances a platform of racial and economic equity by building
over $3.0 billion of LISC investments and leveraging an additional $7.6 billion in low-income communities. This
has resulted in nearly 42,000 affordable homes built and preserved as well as 2.5 million square feet of retail and
community space created. We also invest in programs and initiatives that advance health equity, economic
development, workforce 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. Learn more at
https://www.lisc.org/nyc.
Position Description:
LISC NYC seeks a Development Officer to join our growing team. The Development Officer will support all aspects of implementing our annual fundraising strategy, including donor research and cultivation, database management, and grant research and writing. The candidate will be a strong communicator (written and verbal), highly organized, and able to collaborate well—both with the LISC NYC team and colleagues across LISC’s national departments that support our development work.

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.

- Write, prepare, and submit clear and compelling proposals and reports to foundations and corporations.
- Work with program staff to gather and synthesize program information needed for proposals or reports.
- Identify, evaluate, and prioritize prospects for corporate and foundation grants.
- Write and edit other communications as needed including presentation materials and background briefs for funder meetings.
- Make presentations—both for internal audiences as well as external partners—that clearly convey LISC NYC’s programs, data, and organizational strategy.
- Track donations and grants in Salesforce and LISC NYC’s other data management systems.
- Perform other duties as needed.

Qualifications:
- Bachelor’s degree from an accredited college or university, or equivalent relevant work experience required.
- Minimum three (3) years development experience.
- Commitment to the community development sector and advancing racial and economic justice.
- Excellent writing, editing, verbal communications, and research skills.
- Ability to articulate and present programmatic information, data, and organizational strategy in a clear and compelling manner—both in writing and in presentations for LISC staff and external partners.
- Excellent understanding of budgets as they relate to proposals and grants.
- Positive and able to work collaboratively with co-workers and representatives from the nonprofit, corporate, philanthropic, and public sectors, and demonstrated flexibility and poise in dealing with a diverse range of individuals and organizations.
- Intellectually curious, entrepreneurial, and willing to take initiative to propose new ideas to advance our work and impact.
- Detail-oriented, and able to prioritize and manage multiple tasks and projects.
- Highly proficient in Microsoft Office (Word, PowerPoint, and Excel). Experience with Salesforce preferred.

Compensation:
LISC offers a competitive salary and excellent benefits.
To apply:
Please send cover letter and resume via e-mail to LISCNYCResumes@lisc.org, indicating “Development Officer” in subject line.

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