LOCAL INITIATIVES SUPPORT CORPORATION

POSITION DESCRIPTION

POSITION TITLE: Senior Director, Fund Investments, 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:

- Fund Design & Modeling – initial fund concept design and modeling, market testing
- Fund Development – raising money from investors for the fund
- **Fund Deployment** – creating the investment origination strategy and managing the underwriting and investment process
- Fund Performance & Reporting – managing the performance of existing investments, completing financial & impact reporting, and managing conduit funds

This role will lead the Fund Deployment function. More specifically this position will focus on working with LISC local offices to create an origination strategy, managing the execution of that strategy, and improving and managing the investment underwriting and approval process.

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 DEPLOYMENT**
- Contributing constructively to fund product design
- Creating product underwriting guidelines
- Working with the local office to create and execute the origination strategy
- Creating product summary collateral for developers
- Overseeing pipeline creation
- Managing and Improving the project intake process
- Managing the investment underwriting and investment approval process
- Closing investments on behalf of the fund
- Ensuring appropriate closing funding
- 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 five (5) years’ experience in investment underwriting or some level of investment decision making
• Real estate investments required, with preference for experience in affordable housing or mixed income and mixed-use projects
• Working knowledge of small business finance and/or operations.
• Experience with and affinity for database technology and online metrics reporting.
• Strong communication, analytical, decision-making, time management, organizational, follow-up and relationship management skills.
• Self-starter, ability to work independently as well as collaboratively.
• Proficiency in Microsoft Office Suite, particularly Microsoft Excel.
• Proficiency in Salesforce and Impact Reporting Software preferred

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 no more than once 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