LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

POSITION TITLE: Development Officer
REPORTS TO: Deputy Director
CLASSIFICATION: Full Time/Exempt
LOCATION: Los Angeles

The Organization
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 $22 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 and in 2,400 rural counties across 49 state and Puerto Rico. Visit us at www.lisc.org

LISC LA is one of 35 local offices of the Local Initiatives Support Corporation, a national CDFI that forges resilient and inclusive communities of opportunity across America- great places to live, work, visit, do business and raise families. For over 30 years, LISC LA has worked with local partners and residents to invest nearly $1B in small businesses, housing, health, education, public safety, and employment. LISC LA champions strategies that promote equity and economic inclusion in low-income communities of color across LA County.

Position Description
LISC Los Angeles seeks a highly organized Development Officer to help grow and expand private resources for our local programs and strategic initiatives. Responsibilities will center on the development of grant proposals, reports, and other materials for existing and prospective funders. The successful candidate will be a strong writer, very organized, and able collaborate well with an active local team and colleagues in LISC offices throughout the country.

The Development Officer will work with LISC LA’s Leadership Team to help develop resources and programs consistent with emerging priorities in the LISC Los Angeles strategic plan and the LISC National strategic framework. The successful candidate will have familiarity with the field and LISC’s programmatic work sufficient to help attract new funders and investors to support expansion of LISC’s programs. The successful candidate should have experience in fundraising and external communications.
Responsibilities
Principal areas of responsibility will include:

- Identify, research, and cultivate potential new sources of support for LISC Los Angeles, including government, philanthropic, and corporate sources for LISC’s work, including affordable housing development, capacity-building for community development corporations, economic inclusion, and workforce development;
- Track and regularly evaluate an annual fundraising plan to track dollars received and pending, and to ensure each program is sufficiently resourced;
- Write grant applications and reports and supporting materials, and communicate to Program Officer (POs) about grant commitments, expectations, and activities;
- Coordinate and develop annual impact reports to capture the achievements of the office. Work in coordination with Program Officers to gather program related stories and data;
- Plan and oversee fundraising and other special development events as needed;
- Assist with program development consistent with the LISC Los Angeles Strategic Plan and LISC National Strategic Framework;
- Help identify and manage key relationships with public and private partners and supporters;
- Track progress on funding, communications, and programmatic milestones. Conduct research, and gather and analyze data that supports organizational and programmatic outcomes. Prepare, monitor, and track performance and outcomes of grant recipients and borrowers;
- Prepare reports as required by funders and grant deliverables and maintain master calendar of reporting requirements;
- Assist with communication efforts to highlight program successes;
- Develop presentations for existing and prospective funders;
- Coordinate and work with LISC National development and communications staff to ensure LISC Los Angeles is aware of new practices and competitive for internal funding opportunities; and
- Perform all other duties as assigned.

Qualifications
- Bachelor’s degree from an accredited college or university
- Minimum three years development experience
- Professional experience in community development is required. Keen understanding of affordable housing, economic inclusion, and racial equity issues in Los Angeles in preferred
- Proven record of writing successful grants, for governments, foundations and corporate and institutional funding sources
- Excellent writing, editing, and research skills
- Interpret, articulate, and present programmatic information and data in a compelling manner
- Excellent understanding of budgets as they relate to proposals and grants
- Detail-oriented, and highly organized; at ease working with tight deadlines
- Advanced skills in Microsoft Office Suite and Salesforce

Compensation
LISC offers a competitive salary and excellent benefits.

To Apply
Position is open until filled, but candidates are encouraged to apply by 5/25/2021.
Please submit a resume and cover letter to: lalisc@lisc.org with the subject line “Development Officer Candidate.” No phone calls please.

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