



**Local Initiatives Support Corporation  
Position Description**

**POSITION TITLE:** Executive Director – Housing & Community Development, Puget Sound LISC  
**REPORTS TO:** Program Vice President, West Region  
**LOCATION:** Seattle, WA  
**JOB CLASSIFICATION:** Full time/Exempt

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**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 34 markets with offices extending from Buffalo to San Francisco. Visit us at [www.lisc.org](http://www.lisc.org)

**Summary**

LISC and its affiliates have served Washington State since 1995. We have provided \$712 million in grants, lending, and equity investments, which have leveraged an additional \$3.9 billion in investment. We have assisted 357 local organizations, helped create over 33,000 affordable homes, and financed 4.31million square feet of retail and community space.

LISC seeks an experienced leader to be the Executive Director of the LISC program in Puget Sound. This position will provide strategic direction, and is responsible for re-establishing LISC's role, on the ground, as a part of advancing economic inclusion.

The Executive Director will market and build the staff and programmatic work in the Puget Sound area, with a focus on Seattle (King County) and Tacoma (Pierce County). Priority will be to add value to an established community development environment by working closely and collaboratively with funders and community development organizations. The Executive Director is responsible for raising capital and resources locally that are leveraged by National LISC's support.

The position requires a strong commitment to the role of community-based non-profit organizations as agents of positive community change as well as an understanding of and appreciation for other key public and private partners who can offer additional resources to the work of community development in Puget Sound.

The ideal candidate will be able to demonstrate cultural competency working with diversified communities, and have demonstrated experience in shaping real estate projects and growing organizational capacity.

#### **Program / Community Development**

- Assist in engaging a wide variety of community partners to help bring holistic and integrated services to targeted neighborhoods with local government, state agencies, other private and quasi-public financial institutions and intermediaries, advocacy groups, and community based organizations.
- Implement a strategy for expanding affordable housing in Puget Sound.
- Develop and implement a strategy to use LISC's financial resources to catalyze a pipeline of affordable housing and other real estate projects and catalytic programs.
- Promote effective community development strategies to attract resources to targeted underserved populations and neighborhoods.
- Identify and incorporate best practices gained from national LISC interaction into Puget Sound program designs.
- Find and implement opportunities for investment (grant, equity, debt) by LISC and its affiliates, to fill market gaps and otherwise facilitate community development projects and programs, with a focus on economic development and affordable housing.

#### **Public Policy and Advocacy**

- Provide leadership on housing and community development policy issues in Puget Sound.
- Advocate on behalf of LISC and the policy networks at the local, state and federal levels to secure the tools necessary to advance a comprehensive redevelopment strategy.
- Establish and maintain effective working relationships at the highest levels of local, state and federal government as well as in the corporate and foundation sectors.
- Develop and maintain partnerships with community organizations and other advocacy groups engaged in public policy issues.
- Represent Puget Sound LISC on key community task forces, commissions and other policybodies, as appropriate.

#### **Fundraising**

- Identify and cultivate leadership from key corporate, foundation and other prospective donor sectors who share an interest in community development.

- Work with the leadership of the Local Advisory Committee (LAC) to raise sufficient funds annually to finance Puget Sound LISC program activities and projects.

### **Leadership and Management**

- Manage a staff and the Local Advisory Committee members to carry out LISC's strategy and operate its programs.
- Participate in national LISC leadership structure and meetings.
- Bring visibility to local innovations and programs within the national LISC structure.
- Maximize the use of National LISC resources and expertise in Puget Sound.
- Recruit and orient a diverse, skilled and broadly representative Local Advisory Committee (LAC) membership [LAC provides civic leadership, strategic guidance, and financial support to the local program].
- Coordinate strategic and annual planning/budgeting processes in collaboration with the LAC and LISC's West Coast Program Vice President.
- Work closely with the West Coast Program Vice President and the West Coast Senior Program Officer to manage public and private resources effectively, including oversight over grants funds.
- Other Duties as assigned.

### **Qualifications**

- Bachelor's degree from an accredited college or university in business, finance, real estate or related fields. Master's degree preferred.
- Minimum ten (10) years senior level experience in community development and or economic development, real estate, capital development and community revitalization.
- Experience in shaping affordable housing through development or lending.
- Demonstrated ability to attract and sustain philanthropic funding.
- Strong oral and written communication skills, including experience speaking publicly in diverse forums.
- Local market knowledge of policy.
- Demonstrated management experience, including staff development, financial management, and office administration.

LISC offers a competitive salary and benefits package. Some domestic travel is required.

To apply:

Please send a **cover letter and resume** via email to: [vrodriguez@lisc.org](mailto:vrodriguez@lisc.org)

**We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. (No phone calls please)**

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