THE ORGANIZATION

What We Do

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 $24 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 Buffalo to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

Summary:

The Director, Administrative Services is responsible overseeing the management and supervision of the Administrative Services department functions.

Responsibilities:

- Focus on long-term planning while still getting the day-to-day work accomplished for the company.
• Supervise large scale projects, such as new Return to Office/Hybrid procedures and change management.
• Lead and plan initiatives such as space planning, work order management, vendor management, landlord relations, and daily support services.
• Effectively interact with cross-functional teams, including Legal, Finance, HR, Talent, and IT; works with various teams to identify opportunities to collaborate for the betterment of the organization.
• Directly manages all office services functions; office supplies, equipment / copier fleet program, corporate card administration, corporate travel administration, ground transportation (NYC)
• Provide regular analysis and evaluation regarding office operational opportunities and issues, as well as industry and competitive conditions.
• Plan and implement short- and long-term organizational strategies in areas of responsibility to maximize office operational efficiencies such as securing tenants to sublease space.
• Facilitate compliance policies and support diversity initiatives
• Formulate long-range plans and objectives for the department and staff
• Administration and monitoring day-to-day operation of VoIP phone system including license needs, billing and number assignments, new releases of software upgrades, managing end of life licenses and equipment
• Supervise department staff, including providing directions and oversight, delivering coaching, development, performance management, and making staffing decisions
• Stays abreast of current office space market trends
• Remain flexible with hours, depending upon the needs of the department and the organization. Point person on-call during off hours and respond quickly to issues affecting the physical space
• Life safety training and coordination, space usage and seat allocations, furniture and layout modifications, assisting with large meeting/training activities and facilities requests.
• Develop pilot WELL Health Standards Program for HQ and to roll out to all LISC offices
• Other projects as requested

Qualifications

• Bachelor’s degree in Business or related field from an accredited college or university; Master’s a plus or commensurate relevant work related experience
• 8 years of related experience, with at least 5 years of progressive supervisory experience in managing process, procedures and implementing best practices
• Exceptional leadership and time, task, and resource management skills.
• Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
• Strong desire to embrace new challenges, drive change, implement best practices and develop a “best in class” operation.
• Ability to thrive in a fast-paced environment, manage multiple priorities, and complete tasks with tight timetables.
• Creativity and vision to the “new normal” in the workplace.
• Willingness to be hands-on, customer and service oriented
• Ability and willingness to work flexible hours and travel, when required, to develop and sustain a successful operation
• Familiarity with financial and facilities management principles
• Commitment to Supplier Diversity in purchasing
• Project management certification a plus
• LEED or WELL certification a plus

LISC offers a competitive salary and excellent fringe benefits. This position is expected to travel less than once per month, up to 15% annually.

To apply, please send a cover letter and resume via email to mpride@lisc.org. Please be certain to include both the title of the position for which you are applying and your name in the subject of your email.

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