POSITION TITLE – Development Officer
REPORTS TO – Director of Development Strategy
JOB CLASSIFICATION – Exempt/Full Time
LOCATION – New York, NY Preferred

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 35 markets. Visit us at www.lisc.org.

JOB DESCRIPTION:

LISC seeks an energetic and highly organized Development Officer to join the national development department and help grow and expand private resources for our national programs and local offices. LISC has 35 local offices across the country and is continuing to expand, particularly in the Southeast and Midwest. This position will be part of a successful National Development team. The role will focus on developing and implementing a more robust and systematic approach to how National Development supports and works with local offices. This includes a system for national support of local offices based on priorities and needs, and analysis of gaps in technical assistance, skills building, and training. This work will be done in close consultation with the Field Strategy team that directly supports and manages
The Development Officer reports to the Director of Development Strategy and will preferably be based in NYC.

**Responsibilities**

- Develop and implement strategy and processes to expand the National Development team’s support of local offices
- Assume responsibility as the primary development liaison for a select number of priority offices
- Work with the team to develop an enhanced system for cultivation and management of prospects and relationships, including communication, research, meeting prep, and follow up.
- 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
- Research and develop donor briefs to identify, evaluate and prioritize prospects for corporate and foundation grants
- Develop presentations for existing and prospective funders
- Write and edit other communications as needed including appeals, newsletters, and other stewardship material
- Perform other duties as needed

**Qualifications**

- Bachelor’s degree from an accredited college or university
- Three years of development or related experience
- Excellent writing, editing, and research skills
- Ability to interpret, articulate and present information and data in a compelling manner
- Solid understanding of budgets as they relate to proposals and grants
- Self-motivated, detail-oriented, and highly organized; at ease working with tight deadlines
- A high level of computer literacy, including full Microsoft Office Suite, required; familiarity with Salesforce preferred
- Experience in the community development field preferred

**Compensation**

LISC offers a competitive salary and excellent fringe benefits.

**To Apply**

Position is open until filled, but candidates are encouraged to apply as soon as possible.

Please submit a resume and cover letter, addressing your interest in and qualifications for this position, by email to: development@lisc.org. No phone calls please. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION