POSITION TITLE: Associate, Investor Relations
DEPARTMENT: Strategic Investments
REPORTS TO: Senior Director, Business Development
JOB CLASSIFICATION: Full Time/ Exempt, Grade 14
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 $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. 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 and nationwide. Strategic Investments employs an “impact first” investment methodology that optimizes the impact for traditionally underserved communities, while seeking to achieve sustainable risk-adjusted returns for investors.

The unique combination of LISC’s 38 local offices with the strength of our national investment expertise is a powerful tool for creating real impact in the communities we serve. This network requires careful coordination between Strategic Investments, the LISC Local Offices, and other stakeholders. Visit us at www.liscstrategicinvestments.org
About This Role
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.

Responsibilities
- Prepare and present pitches for new and existing investors
- Develop internal and external relationships with potential investors
- Work with Senior Directors to create new fund marketing content that clearly and convincingly articulates LFM's fund offerings for pitch presentations.
- Drive investment deals along with legal, marketing, and other stakeholders
- Assemble due diligence information and respond to investor inquiries
- Create sensitivity analysis or down-side risk analysis for financial models
- Provide sales and business development support to Senior Directors
- Produce quarterly reports on assets under management and fund offerings
- Maintain detailed records of client communication, and business activities in our support systems (Salesforce, Box or others)
- Plan and organize quarterly and annual investor events
- Help implement software solutions to improve and streamline processes
- Perform other duties as assigned

Qualifications
- Bachelor’s degree from an accredited college or university
- Minimum seven (7) years of related work experience, preferably in finance or accounting
- Expert in Microsoft PowerPoint (at least five years’ experience), Word, Excel (i.e. macros, pivot tables, v-lookup)
- Excellent proofreading skills
- Experience in Salesforce (at least two (2) years preferred)
- Experience with Adobe Illustrator or InDesign, preferred
- Domestic travel up to 25% time may be required from time to time

This position will be located in Washington DC. LISC offers a competitive salary and excellent fringe benefits.

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