Position Title: Deputy Director
Position Location: Buffalo, NY
Job Classification: Full Time / Exempt
Reports to: Executive Director

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

Key Responsibilities

Program Finance Support

• Support program staff by conducting annual financial due diligence review of grantees.
• Deepen LISC’s effectiveness as a CDFI through technical assistance, program implementation, pipeline development, and capital deployment.
• Provide technical assistance to LISC WNY’s nonprofit, public and private partners on the full-cycle of activities related to business and real estate based lending and development, including but not limited to:
  o Serve as primary originator, including working with borrowers to structure the transaction, conducting due diligence and financial analyses, drafting credit memoranda, applications and documentation necessary for LISC pre-development, acquisition construction, or permanent loans; and presenting loan recommendations to LISC’s national Credit Committee and the LISC Board of Directors, as applicable.
  o Coordinate with the LISC affiliates -National Equity Fund (NEF), New Markets Support Company (NMSC) and immito - to provide technical assistance and financing where LISC’s client relationships align with ONE LISC products;
  o Help partners access other forms of capital including philanthropic contributions and/or public subsidies.
• Ensure integration and alignment of LISC WNY’s real estate development activities and financing pipeline with the strategic direction and goals of LISC National, the WNY team, and strategic partners through regular pipeline meetings and other channels.
• Develop strong relationships and referral networks with other strategic funding and financing partners, including CDFIs, for-profit and nonprofit financial institutions and local, state, and national governmental subsidy programs, to help LISC partners and borrowers access critical project funding resources.
• Work with the Executive Director and other partners to develop a strategic approach to improve lending readiness, support the growth of lending and real estate based transactions, design new lending programs and create related marketing, informational and application materials.

Housing Program Support
• Manage key relationships with public and private housing sector partners.
• Work with the LISC WNY staff and local stakeholders to develop a regional housing production and finance strategy.
• Represent LISC WNY in local, regional, state and federal affordable housing initiatives.

Financial Management
• Understand, develop and maintain LISC’s internal systems and ensure that staff meet internal and external deadlines.
• Oversee financial management systems, including expense and revenue booking and allocations, funding transactions, disbursements, invoices and expense reports.
• Assist Executive Director to prepare annual operating/program budgets, and reports.

Grants and Contract Management
• Manage staff to administer all grant awards and consultant contracts. Collaborate with National LISC office on grants and contract management issues and priorities.
• Assist staff in various program processes including: collection of partner information/data and program outcomes; processing and monitoring grants/consultant agreements; monitoring grant and consultant performance to ensure alignment with agreed scope of work; processing disbursements and financial drawdowns and provide oversight on disbursements and financial drawdowns including trouble-shooting and providing recommendations if issues arise.
• Oversee LISC WNY’s work with the NYS Attorney General’s Mission Based Affordable Housing program.
• Evaluate and enhance existing government grant compliance monitoring procedures.

Additional Duties
• Build and maintain mutually trusting relationships with and among partners including the full diversity of WNY residents and neighborhoods, community organizations, businesses, government officials, consultants, contractors.
• Organize, convene and facilitate meetings, trainings, workshops, information sessions, orientations.
• Prepare clearly written and visually appealing reports, such as private funder narrative/financial reports, compliance reports, and other required reports as assigned.
• Represent LISC WNY and the Executive Director at meetings, events, and conferences as needed.
• Periodically travel outside of the WNY area for peer learning, training and national LISC activities.
• Perform additional duties as assigned.

Qualifications
• Bachelor’s degree from an accredited college or university required; post-graduate degree is a plus.
• Professional employment experience in finance, economics, nonprofit management, community development, urban planning backgrounds preferred.
• Minimum 7 years progressive management experience in community development, real estate, lending, finance or non-profit field.
• Experience managing teams, motivating and creating a positive and productive working environment.
• Highly motivated, solution-oriented, self-directed, and able to successfully balance multiple priorities and work in a fast-paced environment.
• Working knowledge of the economic, political, and social environments of the WNY area, especially neighborhoods, organizations, and community development efforts strongly preferred.
• Experience building relationships, networking and collaborating effectively with ethnically/culturally/socio-economically diverse populations and community organizations.
• Experience managing complex non-profit or for-profit financial management systems, including budgeting, grants and contract management.
• Strong oral and written communication skills, including experience speaking publicly in diverse forums.
• Detailed and timely attention to reporting requirements and deadlines – especially in the area of grant writing and reporting.
• Periodic local travel, evening and weekend work is required.

Compensation
LISC offers a competitive salary and excellent fringe benefits.

To Apply
Submit cover letter and resume to jbarrettoneill@lisc.org please include “Deputy Director” in the subject line of your email.

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