



**LOCAL INITIATIVES SUPPORT CORPORATION
Position Description**

POSITION TITLE: Development and Communications Assistant
REPORTS TO: SVP – Resource Development
VP -- Communications
LOCATION: New York, NY
JOB CLASSIFICATION: Full Time / Non-Exempt

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

Responsibilities

LISC seeks a Development and Communications Assistant who will provide support to two departments. The successful candidate will assist in managing the operations of the two departments. This includes duties such as, but not limited to, the following:

- Manage and monitor consultant contracts.
- Review and submit vendor and department credit card invoices accurately and track all payments against budget or contract.
- Prepare and track expenditure records and invoices against department budgets.
- Coordinate department's conferences and logistics.
- Update donor information and track engagement (e.g., meetings) in Salesforce.
- Manage the production, mailing and tracking of donor acknowledgement letters for the Development Department.
- Organize and curate the Communications Department's photo and video library. Manage the department's library of resources on Jostle.
- Manage departments' business travel and expense reports.
- Assist with other special projects or events and duties as assigned.

Qualifications

- Associated degree from an accredited college or university is required.
- Minimum 2-3 year's work related experience in administrative, project management, nonprofit or other related duties.
- Excellent computer skills including competency with Microsoft Office Suite and ability to learn and work in multiple systems (Net Suite, Conga, Salesforce, proprietary systems)
- Experience in Salesforce for departments' contact information management.
- Strong organizational skills; efficient and detail-oriented; strong skills in communicating progress on projects and duties.
- Excellent writing and editing skills preferred
- Knowledge of community development is a plus
- Ability to collaborate with multiple LISC teams and representatives from nonprofit, corporate, philanthropic and public sectors.
- Capacity to multitask and set priorities for a challenging workload.
- Commitment and/or experience working in the nonprofit sector preferred.

Please send cover letter and resume via e-mail to development@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**