Position Title: Records and Information Manager  
Reports To: Vice President of Compliance, National Office  
Job Classification: Exempt / Full Time, Grade 13  
Location: Partially remote (flexible with preferred location in Washington DC)  

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 and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org

JOB OVERVIEW:

The Records and Information Manager will drive the implementation of information governance by applying industry-leading practices and methodologies that ensure consistent, accurate and accessible company records and information management, across LISC departments and platforms. This role is focused on optimizing our use of information platforms to meet LISC programmatic and operational
goals. To achieve this mission, this role will create standard information governance, data categorization, sharing practices and terminology to ensure that content is labeled, organized and structured in an effective and sustainable way.

This role is tasked with strengthening communication channels at LISC and to aid information exchange. As such, it will partner closely with the Chief Operating Officer and the department’s direct reports, including Internal Communications and Information Technology, to facilitate access to information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop/enhance, monitor and manage the organizations records and information by applying industry leading practices to ensure compliance and consistency across the enterprise
- Maintain policies and procedures to ensure appropriate access and control, classification, retention, disposition
- Work with staff to assess existing resources on LISC’s information sharing platforms to ensure content is up-to-date
- Partner with all staff to identify barriers to accessing information or inconsistencies and apply industry standards and best practices to information management, classification, data categorization
- Coordinate with IT to ensure information sharing channels, including LISC’s LMS, Jostle and Box Production, MS Teams/MS Viva are best serving staff needs
- Provide direction across departments to determine whether additional technology solutions are needed to advance program goals
- Create and distribute guidance and best practices to standardize information sharing and management across departments

QUALIFICATIONS:

- 8+ years of records management experience
- Technical experience managing cloud-based file storage and intranet systems (i.e., SharePoint/O362, Box, Share Drives, Outlook)
- Excellent written and oral communication skills, including effective interpersonal and collaboration skills.
- Attention to detail and accuracy. tenacious with follow up to close out tasks, pending items and deliverables
- Highly organized with an ability to prioritize and to balance multiple tasks,

PREFERRED QUALIFICATIONS:

- Bachelor’s degree from an accredited college or university in Library Science, Information Management, Business Administration, or a related field
- Certified Records Manager credential a plus
- Project Management experience a plus
- Some experience with non-profits and/or the Community Development field
COMPENSATION:
LISC offers a competitive salary and excellent fringe benefits

TO APPLY:
To apply, please send a cover letter and resume to veksi@lisc.org

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