



LOCAL INITIATIVES SUPPORT CORPORATION

Position Description – Deputy Director

Position Location – Boston, MA

Job Classification – Exempt / Full Time

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

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

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.

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 38 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. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

LISC's invests in every state in the country with offices in 31 urban markets from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at www.lisc.org

LISC Boston works to increase equity across Massachusetts, helping people gain the opportunities and skills they need to succeed, and improving the health, safety, and prosperity of the places they work, play, and live. Together with residents and community-based organizations, we work to ensure that everyone has the chance to live in vibrant communities of choice and possibility. We accomplish our mission by deploying a variety of financial tools including loans, grants and equity investments. Since 1981, LISC Boston and its affiliates have invested more than \$286 million in community revitalization, leveraging \$2 billion in total development. This investment has led to housing for 30,000 people and 2 million square feet of retail and commercial space. We also provide technical and management assistance to bring a business discipline to implement successful community efforts.

Key Responsibilities

The Deputy Director is responsible for the day-to-day management of LISC Boston's operations and program support. The Deputy Director will work closely with the Executive Director to support a robust and growing LISC office in a competitive market.

Program Development

- Supervise staff to meet annual performance goals and align with implementation of the strategic plan.
- Work with staff on developing new programmatic initiatives and managing existing programmatic initiatives.
- Work closely with community-based organizations on their work plans related to LISC Boston program initiatives.
- Develop and maintain partnerships with key stakeholders in the community development sector and create linkages between community-based organizations by collecting information on partners and identifying new potential partners.
- Develop and maintain partnerships with community organizations and other advocacy groups engaged in City and Statewide public policy issues.
- Track progress on programmatic milestones. Conduct research, and gather and analyze data that supports programmatic outcomes. Prepare, monitor, and track performance and outcomes of grant recipients and borrowers.
- Develop and coordinate training programs, best practice seminars and webinars.

Financial and Performance Management

- Assist Executive Director to prepare annual operating and program budgets and budget reports.
- Oversee expense and revenue booking and allocations, including funding transactions, disbursements, invoices and expense reports.
- Work with program staff to conduct annual financial due diligence review of grantees.
- Work with Executive Director and team to develop financial and program performance management tools to support neighborhood work.

Resource Development

- Coordinate with the Executive Director and staff to identify fundraising priorities and implement a fund development strategy.

- Support the development and writing of proposals and reports for foundation, corporate, and public sector funders.
- Research and pursue new funding prospects.
- Manage the stewardship of LISC Boston’s funding relationships in collaboration with Executive Director.
- Oversee the tracking of grant and report deadlines and requirements.

Grants and Contract Management

- Oversee grant and consultant requests.
- Evaluate and enhance existing government grant compliance monitoring procedures.
- Serve as liaison with National LISC office on all grants and contract management issues and priorities.

Additional Duties

- Assistance with development of LISC Boston policy plan aligning strategic goals
- Support efforts to communicate the programmatic initiatives, such as through press releases and social media.
- Work with staff during performance appraisal process including review of job descriptions and coordination of staff development plans.
- Represent LISC Boston and Executive Director at meetings, events, and conferences as needed.
- Participate in National LISC meetings and activities as required.
- Supports the Executive Director as needed.

Qualifications

A successful candidate will have the following expertise and experience:

- Bachelor’s degree from an accredited college or university in Business Administration, Finance, Economics or Urban Planning required. Master’s Degree preferred.
- Minimum 10 years work related experience in housing/economic development.
- Minimum 5 years management experience with the ability to motivate staff and create an exciting business environment.
- Experience in nonprofit budgeting, grants and contract management.
- Strong oral and written communication skills, including experience speaking publicly in diverse forums.
- Ability to work in a fast-paced business environment with minimal supervision.
- Good facilitation and presentation skills including use of technology to communicate ideas and strategy.
- Demonstrated success in managing multiple projects and maintaining strong relationships with clients and co-workers.
- Ability to effectively collaborate with clients and colleagues, present information, and write cohesive reports for audiences with varying degrees of expertise.

Send RESUME and COVER LETTER via email to:

fsresumes@lisc.org

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION**