



LOCAL INITIATIVES SUPPORT CORPORATION

Virginia LISC Executive Director Job Description

Local Initiatives Support Corporation (LISC) seeks a seasoned and enthusiastic Executive Director for its Central Virginia office. This is a key position within LISC and is critical to the ongoing success of this nearly 20 year old program. The successful candidate will have strong leadership, communication, and entrepreneurial skills along with an understanding of the importance of both public and private sector engagement in community revitalization efforts. The position requires a strong commitment to the role of community-based non-profit organizations as agents of positive community change as well as an appreciation for other key public and private partners who may offer additional resources that can advance physical, economic and social change in targeted communities.

LISC is a national non-profit organization that assists community development corporations (CDCs) as well as other public and private community development-oriented entities in their efforts to create and maintain healthy sustainable communities. LISC believes that community-linked development partners are the best vehicles to achieve lasting and positive neighborhood change for the benefit of low and moderate-income people. These partners are accountable to local residents and engage in a wide range of physical, economic and human development activities. The Virginia LISC program leverages National LISC's financial support in response to local fundraising efforts. The national office provides a mix of debt and grant support to the local program through an annual budget process. By marshaling private sector resources and providing financial and technical support to our partners, LISC facilitates quality, scaled real estate investments that have been shaped by participating residents as part of an ongoing community renewal process. Beyond physical investments, LISC and its partners promote other economic, health, educational and safety strategies that enhance the quality of life in communities they serve.

The Executive Director must develop, maintain, and lead effective working relationships with corporate, philanthropic, civic and public entities that currently or may potentially support a community development agenda. The director is responsible for developing the direction and focus of the program and securing the capital and resources to implement a compelling vision of LISC's role in Virginia's mature and complex community development environment. The Executive Director will manage Virginia LISC's operations and supervise the staff. The director carries out these duties with the participation of the Local Advisory Committee (LAC) and supervision and support from the National LISC office.

I. Responsibilities:

A. *Build and promote an effective community development industry in Central Virginia.*

1. Establish and maintain effective working relationships at the highest levels of local and state public, corporate and foundation sectors.
2. Develop, lead, and maintain a dialogue and shared agenda with local government departments, Commonwealth of Virginia agencies, private and quasi-public financial institutions, and other regional and/or state advocacy organizations to foster and enhance support for community revitalization and preservation activities.
3. Promote effective and comprehensive community development strategies to attract resources to targeted under-served neighborhoods within the Central Virginia region.
4. Identify and incorporate best practices gained from national LISC experience into Virginia program designs.

B. *Obtain financial support for LISC activities in Central Virginia.*

1. With leadership from the Local Advisory Committee (LAC) and support from National LISC, develop and execute a comprehensive fundraising system that supports an operational and programmatic budget of \$1 million + annually and that expands the existing donor base.
2. Identify and cultivate leadership from key corporate, foundation and other prospective donor sectors who share an interest in community development.
3. Strengthen local donor relationships through coordinated stewardship activities with the LAC and, on occasion, with the National LISC office.

C. *Public relations and communications.*

1. Establish a leadership position promoting the vision and effectiveness of community-based revitalization strategies among key local and state opinion leaders.
2. Develop, implement, and lead with Local Advisory Committee (LAC) and National LISC support, an effective and comprehensive communication strategy.
3. Lead and manage forward-looking research projects, in partnership with various organizations, to evaluate effectiveness of community development efforts or to advance new strategies/policies for neighborhood success.

D. *Assist CDCs and other community-based partners in carrying out thoughtful, quality neighborhood revitalization efforts that lead to sustainable communities.*

1. Manage LISC's financing, technical assistance and organizational development activities to strengthen partner capacities and impact.
2. Oversee analysis of loan and grant requests and monitor their subsequent performance.
3. Develop technical assistance and/or training programs that meet the needs of CDCs in different organizational life cycles.
4. Support honest community engagement strategies and practices that promote resident leadership development and participation.
5. Assist in engaging a wide variety of community partners to help bring holistic and integrated services to targeted neighborhoods that will be served.

E. *Maintain and staff Local Advisory Committee (LAC).*

1. Coordinate the strategic and annual planning / budgeting processes in collaboration with the LAC and National LISC's Program Vice President.
2. Maintain working relationships with LAC members, engaging them in local community development policy, advocacy and program strategy development.
3. Advise and inform members of investment activities of all National LISC affiliates and programs.

II. Critical Qualities:

- Demonstrated ability to attract significant philanthropic funding.
- Leadership skills and ability to develop and manage a program vision with multiple components.
- Strong oral and written communication skills and comfort with speaking in diverse public forums.
- Good understanding and experience of community development.
- Entrepreneurial, creative, and solution-oriented approach to issues.
- Proven ability to work in culturally diverse environments including senior level corporate, philanthropic and public sector representatives as well as grassroots neighborhood leadership.
- Excellent interpersonal skills necessary to work effectively with a wide variety of people and organizations; ability to inspire trust and to motivate staff and partners.
- Skilled at facilitating relationships within and among various sectors.
- Demonstrated management experience, including staff development and financial administration.
- Ability to shape real estate projects as well as organizational development assistance and support for mature and emerging CDCs and, on occasion, for other key community development partners.

III. Required Qualifications:

- Demonstrated commitment to a mission of neighborhood revitalization via comprehensive community development strategies.
- Demonstrated success in raising significant contributions from a diverse spectrum of foundation, corporate and public sector sources.
- Five to seven years senior management level experience in community development or related field.
- Bachelor's degree in business, finance, real estate or related fields. Master's degree preferred.

IV. Supervision:

The Executive Director reports to the National LISC regional Program Vice President and the Virginia LISC Local Advisory Committee (LAC).

V. To Apply:

LISC offers a competitive salary and benefits package. Moderate travel is required. Qualified candidates should send a resume; (including salary history), cover letter and one writing sample to:

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***LISC IS AN EQUAL OPPORTUNITY EMPLOYER
ALL INTERESTED PERSONS ARE ENCOURAGED TO APPLY***