



**Position Announcement
AmeriCorps
Program Director**

Local Initiatives Support Corporation (LISC) is a national non-profit intermediary that provides financial and technical assistance to community-based organizations, public agencies and private (for-profit) entities focused on the redevelopment of urban neighborhoods and rural communities. The organization works in metropolitan areas throughout the nation to assist its various partners in the development of affordable multi-family and senior housing, homeownership opportunities, commercial enterprises, community facilities and various community building programs such as employment, day care, health care, open space and national service.

LISC is seeking a full-time Director to lead its effort in human capital development and CDC capacity building via its AmeriCorps program. AmeriCorps is a program of the Corporation for National and Community Service, created to engage people from all walks of life in community-based service. AmeriCorps provides educational awards and funding for living allowances and training for participants who serve in full-time and part-time positions engaged in meeting human service (including housing and community development), public safety, environmental, and educational needs in communities.

The LISC program introduces AmeriCorps members to careers in the community development profession, and trains participants to be neighborhood leaders by providing skills in community-based development. The program partners with community development organizations to generate productive assignments that produce tangible improvements in the quality of life in inner city neighborhoods. AmeriCorps members play a variety of roles in these organizations as part of LISC's strategic efforts to create more comprehensive and integrated approaches to community development. These new approaches fall under LISC's "Sustainable Communities" strategic plan framework.

Currently the LISC AmeriCorps program, through its field offices in Chicago, Houston, Jacksonville, Los Angeles, Michigan, Providence, San Diego, the San Francisco Bay area and South Florida expects to place 150 full and part-time members with CDCs .

The position is the principal liaison with the Corporation for National and Community for all matters related to the management and administration of the grant. The Program Director also works closely with LISC policy staff to provide educational materials to Congress relative to funding for AmeriCorps and other National Service programs, and with External Affairs Staff (Communications & Development) to assist with fundraising and communications efforts.

The position oversees the LISC AmeriCorps program nationally; supervises the development and implementation of national and local orientations; provides support and technical assistance to the field, and implements policies and procedures needed to insure that the program remains compliant with the terms and conditions of the AmeriCorps grant.

The Program Director reports to the Senior Vice President for Field Strategies, supervises a staff of two and is responsible for managing relationships with the field offices that manage AmeriCorps programs locally and CDCs who host AmeriCorps members. The position is based in LISC's national headquarters in New York City. Frequent travel is required.

Responsibilities

- Apply for AmeriCorps grant funds and negotiate grant terms with CNCS
- Set overall program direction to include CNCS priority areas and LISC sustainable communities goals;
- Manage grant to insure compliance with programmatic and operational requirements in CNCS grant provisions and regulations
- Plan and coordinate program evaluation efforts. Provide required reports to CNCS and other funders;
- Establish and oversee administrative, financial, and legal systems;
- Design, develop and implement curriculum related to national and local orientations including development of training materials and modules for local use;
- Develop an overall strategy/plan to raise funds for national program budget and support local fund raising efforts related to AmeriCorps
- Provide technical assistance to the field to maintain program quality on a local level and to resolve program related issues. Serve as a source of best practice information to local LISC programs or other human capital programs
- Represent LISC and its work with CDCs in leadership development and national service with a variety of external actors, including the Corporation for National and Community Service, other federal and state agencies, trade associations and intermediaries.
- Represent LISC as a member of the Steering Committee for Voices for National Service (VNS) a national membership organization that advocates for increased funding for National Service programs.

Qualifications

Bachelor's degree and five years experience with managing government grant programs, preferably AmeriCorps, or AmeriCorps VISTA. Familiarity with housing and community development, leadership development; coupled with experience in planning, developing, and delivering training. Excellent speaking, writing and interpersonal skills required. Ability to manage multiple priorities in a deadline driven environment.

Preferred qualifications: master's degree in non profit management, or human resources management. Experience providing training or technical assistance.

LISC offers a competitive salary and excellent benefits. Send cover letter & resume to:

LISC Program Director
Human Resources Department 501 7th Avenue - 7th Fl.-NY,NY 10017

LISC IS AN EQUAL OPPORTUNITY EMPLOYER