



Local Initiatives Support Corporation (LISC), Phoenix Program

Assistant Program Officer

Phoenix LISC (LISC) seeks a capable, self-motivated individual for the position of Assistant Program Officer (APO) to work with a dynamic team of professionals committed to revitalizing neighborhoods and supporting lower income families. The APO will play an activist, leadership role in the implementation of the Phoenix Neighborhood Development Collaborative, our Sustainable Communities Initiative, a new comprehensive community development effort focusing on specific demonstration neighborhoods.

This new initiative supports comprehensive neighborhood revitalization efforts in two Phoenix neighborhoods. Specific programmatic responsibilities will include (but not be limited to): project management, fund development, marketing and communications, organizational development support to community-based organizations, consultant oversight and policy analysis. This position will be key to successfully implementing a more holistic, neighborhood-driven approach to community transformation in Phoenix.

We are seeking a candidate with knowledge of community development and organizational development and with an interest in policy issues. The successful candidate will have a commitment to community-based development and an interest in working in diverse urban environments. The Assistant Program Officer will report to the LISC Phoenix Program Officer.

Core responsibilities:

Support the implementation and management of the PNDC program through the initiation of program grant actions, coordination of various program activities, and oversight of program consultants, working collaboratively with other LISC staff and PNDC partners.

- **Grantmaking and monitoring:** Provide technical assistance for neighborhood-based organizations; assist neighborhood capacity building grantmaking; process grant requests and invoices; communicate regularly with grantees; collect, review and monitor grantee reports and work plans.
- **Fund development:** Provide support for fund development activities, including grant writing, monitoring, and reporting, as well as follow-up with funders.
- **Neighborhood indicators reporting:** Track neighborhood indicators outcomes of capacity building grants.

- **Marketing and communications:** Manage communications efforts, including eNewsletters, and website content management; maintain photographic and information database on the work of LISC Phoenix.
- **Policy work:** track and analyze relevant public policy legislation.
- Perform other related duties as provided by the Executive Director.

Skills and experience required:

The APO is a career-track position in the field of community development; the applicant should be committed to a career in community development and planning. A Bachelors degree is required. Graduate level education in urban planning, social work, policy, business, or related fields is desirable. Looking for a flexible and enthusiastic self-starter, capable of working with minimum supervision. Significant work experience in community development, neighborhood organizing, program implementation or political advocacy is a plus.

Preferred candidates will have demonstrated the following skills and experience:

- Work experience in economic development, community planning, community organizing, or public policy.
- Patience, diplomacy, strong listening skills and poise in dealing with a diverse set of individuals and organizations, especially our grantees and partner organizations.
- Familiarity with the economic, political and social environment of Phoenix preferred.
- Ability to develop and maintain collaborative working relationships with multiple stakeholders including co-workers, neighborhood groups, other technical assistance organizations, business professionals, funders, local government agencies and politicians.
- Self-directed, independent worker who takes initiative and is able to create the systems and processes inherent to this position.
- Excellent written and verbal communication skills and personable presentation.
- Creativity in response to issues and problems as they arise and ability to manage multiple tasks and projects simultaneously within time and resource limitations, while still meeting the priorities of the position.
- Detail-oriented and organized with timely attention to reporting requirements and deadlines.
- Excellent oral, written and computer skills, including Access, Excel, Word, and Internet skills.
- Ability to speak Spanish is a plus.

Background

LISC is a national non-profit organization that provides financial and technical assistance to community development corporations (CDCs) working to improve social and economic conditions in low-income, urban communities. Founded in 1979 by the Ford Foundation, LISC has grown to become the nation's premier national non-profit intermediary providing holistic support for neighborhood development and working to enhance the overall community development industry.

Competitive salary, excellent benefits. Please send or e-mail resume, salary history and cover letter to:

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LISC IS AN EQUAL OPPORTUNITY EMPLOYER