



**TWIN CITIES LOCAL INITIATIVES SUPPORT CORPORATION**  
**Job Description**  
**Program Assistant – Fund Development & Financial Management**

Local Initiatives Support Corporation (LISC) seeks an experienced, self-motivated individual to fill a Program Assistant position in its Twin Cities office, located in St. Paul, MN. LISC is dynamic national nonprofit organization (with decentralized, local office sites) which provides financial and technical assistance to organizations engaged in the creation of healthy neighborhoods in the Twin Cities. LISC acts as a funder, lender, advocate, and consultant to these groups as they build affordable housing, revitalize aging commercial strips, and engage their neighborhoods in the important work of community development. The Twin Cities LISC office has been engaged in this activity in St. Paul since 1988 and in Minneapolis since 1995.

The Program Assistant will work closely with Program staff to ensure programs are administered smoothly and effectively, fundraising is on schedule and successful and financial management is timely and accurate. The position offers tremendous growth opportunities for personable, self-motivated, and well-organized persons with outstanding work process planning and management skills, advanced skill with PC office software, and excellent oral and written communication skills. The Program Assistant reports directly to the Senior Program Officer – Director of Administration. *LISC is committed to maintaining a diverse work force and strongly encourages people of color to apply.*

**Essential Duties**

- Maintain system to proactively manage fund development process: maintain calendar of grant deadlines, draft and facilitate submittal of funding proposals, track funding decisions, process accurate records of cash receipts/accounts receivables, prepare contribution acknowledgements for signature, and facilitate drafting grant reports.
- Research grant guidelines, contact information, and application process to build fund development prospects list.
- Pay bills under \$250, reconcile checking account, and maintain available checking account balance.
- Enter and process invoices over \$250 and expense reports in LISC invoice allocation system.
- Monitor monthly financial reports to assure accurate accounting of funding commitments, cash receipts, program grants and loans, and expenses against budgets.
- Assist with planning and preparation of annual budget and cash flow planning and projections.
- Develop and maintain strong working relationships with Program staff and national LISC backroom operations staff.
- Provide back-up administrative duties as requested or necessary.
- Perform other duties as assigned.

**Qualifications:**

- Bachelor's degree in Communications, Business Administration or related field.
- 3-5 years of experience in office or program coordination or administration. Experience with financial management preferred.
- Excellent writing and communication skills.
- Ability to analyze conceptual and quantitative information, quick learner, and creative problem solver.

- Excellent range of computer skills and knowledge of computer software applications (must know word processing, spreadsheet, database, presentation, and internet browser). Experience with Microsoft Office Suite preferred.
- Ability to manage multiple and varied projects with strong attention to detail – must be highly organized and work accurately.
- Ability to work independently and as a part of a team.
- Some knowledge or awareness of community development, neighborhood revitalization, and the neighborhoods of the Twin Cities preferred.
- Highly reliable person with a good sense of humor.

Salary: LISC offers a competitive salary and excellent benefits.

**Interested candidates should send a resume and cover letter no later than Friday, March 14, 2008 to:**

**Barbara Jeanetta or [TwinCitiesHR@lisc.org](mailto:TwinCitiesHR@lisc.org)  
Twin Cities LISC  
570 Asbury Street, Suite 207  
St. Paul, MN 55104**

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER**