



## **POSITION ANNOUNCEMENT:**

### **PROGRAM OFFICER – CDC Green Retrofit Initiative (Part-Time) Greater Boston LISC**

#### **Background**

Local Initiatives Support Corporation (LISC) seeks an experienced self-motivated individual for the position of part-time Program Officer in Boston, Massachusetts. 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.

#### **Job Description**

The Program Officer's primary responsibility will be to implement LISC's new Green Retrofit Initiative, an effort to increase greening and energy efficiency upgrades in CDC housing portfolios. This work will include hiring and supervising a shared energy manager for a portfolio of CDC housing units, and working with this energy manager and CDC asset managers to plan, fund and manage energy and green retrofits. The Program Officer will also track applicable local, state and federal funding sources and policies.

The Program Officer will also oversee Boston LISC's other green development efforts including managing pass through grants to CDCs for project greening, recoverable grants for projects, underwrite local applications for national green loan such as LISC's Green Loan Fund, and represent Boston LISC in green funding and policy discussion. The Program Officer will work with the Executive Director and Senior Program Officer in development of other new program initiatives and will carry out other responsibilities as assigned.

The Program Officer position is part-time (50%). Boston LISC is actively pursuing other funding and initiatives that may result in this position being full time in the future.

#### **Responsibilities include:**

- Manage and oversee LISC's Green Retrofit Initiative, including grants to CDCs, recoverable grants for projects, and technical assistance funds.

- With assistance from the Program Director and other LISC staff, raise additional resources for the Green Retrofit initiative and other greening activities.
- Establish and maintain relationships with utility companies, weatherization funders, and other funding resources for retrofit work.
- Develop and implement LISC work in comprehensive community revitalization plans with CDCs and multiple community, public, and private-sector representatives. Work with the Program Director, city officials and private sector representatives to assemble the financial resources necessary to
- Work with participating CDCs to develop and disseminate asset management tools.
- Plan and implement training for CDCs on energy management and learning sessions to disseminate information learned through the Green Retrofit Initiative.
- Underwrite and monitor LISC loans and grants to CDCs for affordable housing, implement comprehensive neighborhood development plans.commercial real estate, child care centers, and other community serving activities.
- Work with LISC programs for the revitalization of commercial corridors and to provide financing for neighborhood serving retail businesses.
- In conjunction with other Boston LISC staff, manage key CDC operating support programs, including identification of capacity building needs and coordinating delivery of technical assistance.

### **Qualifications**

1. Minimum three years experience in residential and/or commercial real estate development and/or asset management, preferably in an affordable housing setting, or experience implementing new programs or initiatives.
2. Knowledge of green building and sustainable development strategies, standards, and policies.
3. Excellent oral and written communication skills.
4. Ability to manage multiple and varied projects with strong attention to detail – must be highly organized.
5. Familiarity with Massachusetts housing and economic development issues, financing sources, underwriting issues, organizations, resources, and neighborhood planning issues.
6. Good computer skills: word processing, spreadsheets. Knowledge of Word and Excel.
7. Bachelors Degree in related field. Graduate degree in urban planning, real estate, public administration, or business preferred.

8. Ability to work independently.

**Compensation**

Competitive based upon qualifications. Excellent benefit package.

**Applications will be considered as received. Qualified applicants should forward cover letter and resume no later than September 8, 2009 to:**

Kristin Blum  
Senior Program Officer  
Local Initiatives Support Corporation  
95 Berkeley Street, Suite 202  
Boston, Ma 02116

or email: [kblum@lisc.org](mailto:kblum@lisc.org)

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER**