



LOCAL INITIATIVES SUPPORT CORPORATION

POSITION ANNOUNCEMENT

Assistant Program Officer LISC Indianapolis Office

Local Initiatives Support Corporation seeks qualified applicants for the position of Assistant Program Officer (APO) for its Indianapolis Program. The APO will provide support for both the Centers for Working Families (CWF) program, and for LISC's engagement in specific comprehensive investment neighborhoods. The APO will interface with neighborhood practitioners while performing a variety of duties, including administration of portions of the CWF program, as well as more broad support to neighborhood-based organizations in key targeted neighborhoods. Specific programmatic responsibilities will include grant origination, consultant oversight, development project support, and the provision of technical assistance, training, and organizational development support to community based non-profits. This position is key to successfully implementing a focused, holistic, neighborhood-driven approach to community transformation in Indianapolis.

About LISC: LISC is a national non-profit organization that provides financial and technical assistance to nonprofit community development organizations working to improve the quality of life of residents in inner city neighborhoods and lower-income communities. This mission is implemented through policy support and grants, loans, and equity investments in housing and mixed-use facilities, economic development, family economic success, education, and health-related facilities. The Indianapolis program provides program development, capacity building, technical assistance, advocacy, and financial support to community development corporations and other nonprofits throughout Marion County, with a particular focus on several comprehensive investment neighborhoods. LISC is founded on the belief that locally-directed physical, economic and social change is a uniquely powerful tool for revitalizing urban neighborhoods and improving the quality of life of their residents.

POSITION RESPONSIBILITIES

The APO will report to the Program Director in Indianapolis and will support the Program Officer directing the Centers for Working Families program. The APO will interface frequently with the staffs of Making Connections Indianapolis, the Central Indiana Community Foundation, and the Annie E. Casey Foundation, which are supporting aspects of this program.

1. Support implementation of the CWF program through the initiation of program grant actions, coordination of various program activities, dissemination of program information, and oversight of program consultants.
2. Provide technical and financial assistance in a context of "coaching" to neighborhood-based organizations starting or operating Centers for Working Families in distressed neighborhoods. LISC assistance is intended to leverage both public and private resources, and will include: operating grants for CWFs; grants and TA for program tracking software purchase and utilization; referral to local and national best practices; and access to financial products designed to meet the specific needs of CWF clients.

3. Provide program management and technical assistance to local organizations receiving LISC support for workforce development programs.
4. Establish and support strong partnerships between LISC and key non-profit partners in specific LISC Comprehensive Investment neighborhoods designed to create and/or implement comprehensive quality of life plans. LISC's support will include grants and loans for real estate development projects, as well as networking to obtain support for a wide range of neighborhood priorities.
5. Provide organizational development assistance for neighborhood-based organizations working in LISC Comprehensive Investment neighborhoods.
6. Provide support for some fund development activities, including grant writing, monitoring, and reporting, as well as follow-up with funders and neighborhood recipients.
7. Prepare grant and loan documents for participants and projects in targeted neighborhoods.

QUALIFICATIONS - REQUIRED

1. Bachelor's Degree and at least three years experience in community development. Master's degree preferred.
2. Extensive knowledge of non-profit program management and organizational development.
3. Excellent oral and written communication skills.
4. Experience working in diverse communities.
5. Computer skills: Microsoft Word and Excel plus on-line program management software and databases.

QUALIFICATIONS - DESIRED

1. Experience working with nonprofit community-based organizations either directly or as a program partner, public agency staff, consultant or technical advisor.
2. Experience working with workforce development programs
3. Experience working in consumer financial services.
4. Familiarity with the economic, political and social environment of Indianapolis, especially with disinvested communities and the organizations that are active in them.

5. Previous experience in program development and technical assistance delivery.
6. Demonstrated ability to manage multiple priorities and programs within time and resource limitations.

Personal Characteristics

1. A demonstrated interest in and commitment to the transformation of urban neighborhoods through resident-driven initiative.
2. Must be able to provide leadership in the context of collaborative work in order to keep partners with a wide range of interests and characteristics working together effectively toward shared goals.
3. The interpersonal skills necessary to work constructively with a wide variety of people and organizations; the ability to inspire trust, organize people into a team, and motivate them to work intently and efficiently together.
4. Must be positive, solution-oriented professional with an entrepreneurial spirit.
5. Comfort with group processes and intangibles; a good sense of humor; patience; integrity.
6. The ability to be a team player and to promote broad consensus about strategies, plans and specific actions among diverse interests.

Salary: LISC offers a highly competitive salary and an excellent benefits package.

Please submit resume and a brief cover letter to:

Bill Taft
Program Director
Local Initiatives Support Corporation
333 North Pennsylvania Suite 600
Indianapolis, IN 46204
wtaft@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER