



**Job Announcement**  
**Bay Area Local Initiatives Support Corporation**

**Assistant Program Officer**  
**Fund Development**

**Bay Area LISC seeks an Assistant Program Officer to work with a dynamic team of professionals committed to revitalizing neighborhoods and supporting lower income families.**

**About LISC**

Local Initiatives Support Corporation (LISC) is a national nonprofit 501(c)(3) organization with a local focus, which is represented by twenty-nine field offices across the country. Since 1981, Bay Area LISC has partnered with community development organizations, foundations, and government agencies to transform the Bay Area region and its neighborhoods into healthy places to live, do business, work, and raise families. We value neighborhood and resident involvement; the building of long-term, community-based organizational capacity to achieve real and positive results; and the creation of an effective and coordinated nonprofit, foundation, and governmental community development system. LISC acts as a trainer, technical assistance provider, funder, lender, advocate, and consultant to these groups as they revitalize neighborhoods in multi-dimensional ways and engage their neighborhoods in the important work of community development. The organization has a long and successful tradition of building the capacity of the community development field through a myriad of activities, including: training, loans, grants, technical assistance, providing information sharing platforms, and policy and program research and development.

Among Bay Area LISC's many capacities, the program has broad-based expertise in affordable housing & nonprofit commercial real estate and community facilities, community economic development, neighborhood business district stabilization and revitalization, joint community-school engagement, organizational development, and energy efficiency and green development.

For more information about national LISC and Bay Area LISC, visit our websites at [www.lisc.org](http://www.lisc.org) and [www.bayarealisc.org](http://www.bayarealisc.org).

**Assistant Program Officer Position**

The Assistant Program Officer is a mid-level position responsible for helping Bay Area LISC's senior staff person in charge of fund development & communications. This position will involve a great deal of writing for funder, general audiences, and some media about the work of Bay Area LISC, our community partners, and the community development field. The position will also be responsible for donor prospecting and grant reporting. In addition, the position will entail some administrative work related to primarily fundraising and some communications; including database maintenance; fundraising and communications systems development and maintenance. The position will collaborate with the Program Assistant and senior fundraising staff on communications materials and strategies.

## **Position Responsibilities**

### **Donor Relations:**

- Support fund development senior staff in stewardship of Bay Area LISC funding relationships.
- Lead on development and writing of funding proposals.
- Lead, coordinate, and write periodic status/grant reports to funders.
- Manage donor recognition/acknowledgement process and events, including writing acknowledgement letters.
- Maintain database tracking donor/grant status and outcomes.
- Assist in the maintenance of donor relations.
- Develop approaches to new funders including researching funding prospects, identifying connections, and writing concepts/proposals that target funder interest with Deputy Director to diversify its funding base and meet its fundraising goals.
- Responsible for tracking reporting and funding deadlines and requirements.
- Develop proposal strategies in conjunction with director.

### **Communications:**

- Participate in overall communications strategy.
- Assist in writing press releases when necessary.
- Collaborate in the design and production of marketing materials.
- Assist in the development of articles for the quarterly e-newsletters and periodic e-announcements.
- Maintain a web presence for Bay Area LISC by updating and publishing content detailing program activities, resources for community development practitioners and other information of relevance to partners, funders, and affiliates.
- Participate in creating presentations, briefs and progress reports for new and current funders.

### **Qualifications:**

- Undergraduate degree required with minimum two years related work experience.
- Excellent writing, communications, and organizational skills required.
- Self-directed, independent worker who takes initiative and is able to create the systems and processes inherent to this position.
- Experience with Microsoft Office programs.
- Flexibility and poise in dealing with a diverse set of individuals and organizations, especially donor prospects.
- Detail-oriented while still able to understand and promote a global view of the community development field and LISC
- Experience in media relations, including experience with print and broadcast placement a plus.
- General familiarity with the field of community development preferred.

**Compensation:** Competitive, depends on experience and qualifications and excellent benefits.

### **Qualified applicants should e-mail cover letter and resume to:**

“Assistant Program Officer Search”

Bay Area LISC

369 Pine Street, Suite 350

San Francisco, CA 94104

**Email: [balisc@lisc.org](mailto:balisc@lisc.org)**

Positions open until filled. No phone calls please.

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO DIVERSITY AND INCLUSION**