



**Job Description
Program Officer
Field Strategies & Development**

Background

Local Initiatives Support Corporation (LISC) seeks qualified candidates for the position of **Program Officer** for Field Strategies and Development.

About LISC

LISC is a national non-profit organization dedicated to helping community residents transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity — good places to work, do business and raise children. LISC mobilizes corporate, government and philanthropic support to provide local community development organizations with: loans, grants and equity investments; local, statewide and national policy support; and technical and management assistance.

LISC's program staff is based in 29 cities and many of the rural areas where LISC-supported community development takes shape. In collaboration with local community development groups, LISC staff help identify priorities and challenges, delivering the most appropriate support to meet local needs. LISC is *Building Sustainable Communities* by achieving five goals: expanding investment in housing and other real estate, increasing family income and wealth, stimulating economic development, improving access to quality education, and supporting healthy environments and lifestyles.

About Field Strategies and Development (FSD)

The FSD department is responsible for overseeing program activity across LISC's 29 local program sites. In so doing, FSD administers a variety of federal and national financial and technical assistance resources, coordinates LISC's Building Sustainable Communities strategy, facilitates cross-site learning and information sharing and supports staff training and learning initiatives.

More information about the company is available at our website www.lisc.org.

About the Program Officer Position

The Program Officer position, based in Washington, DC, is primarily responsible for assisting the Senior Program Officer and Senior Vice President to manage field operations for the implementation of *Building Sustainable Communities* programming nationwide.

Specific work will include:

- Work in partnership with LISC local offices and national programs throughout the country to prepare workplans and program reports for various funding programs;
- Monitor use of funds to ensure consistency with contract terms, federal regulations, and approved workplans;
- Track results of funded activities, including collecting, organizing and analyzing data and preparing reports using LISC's internal MIS;
- Assist Senior Program Officer with all internal coordination and oversight of technical assistance activities, including making strategic decisions about allocation of technical assistance resources to field programs and tracking usage and results of those resources; and
- Assist Senior Program Officer to collect, analyze and synthesize information from the field for various purposes, including program planning, progress tracking, and external reporting.

Qualifications and Skills:

Minimum 3-5 years of work experience in community development or related field – experience at local community/neighborhood level desirable;

- Experience working in diverse cultural communities preferred;
- Bachelor's degree required, Master's degree preferred;
- Highly organized, process and detail oriented, with excellent writing skills;
- Experience in administering federal contracts, especially technical assistance programs, desirable; and
- Facility with Microsoft Excel and knowledge of Microsoft Access preferred.

LISC offers a competitive salary and benefits.

For consideration, please forward a cover letter and resume to:

Susan Fitter Harris
Senior Program Officer
LISC
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Suite 1100
Washington, DC 20006
sfharris@lisc.org

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