

**Local Initiatives Support Corporation**  
**Program Officer, Greater Kansas City**  
**NeighborhoodsNOW Program**

**Background:**

LISC is a national non-profit intermediary that provides financial and technical assistance to community-based organizations, public agencies and private (for-profit) entities focused on the redevelopment of urban neighborhoods and rural communities. The Greater Kansas City program seeks to attract, coordinate and provide resources to such groups to assist in transforming targeted neighborhoods into healthy, sustainable communities in partnership with their residents.

We accomplish this by:

- ✓ Working with neighborhood residents to create and implement Quality of Life Plans to meet their economic, safety, housing and educational needs.
- ✓ Establishing partnerships, collaborations and strategic alliances to bring financial resources, policies and programs to achieve community improvement objectives.
- ✓ Measuring progress and communicating results so that stakeholders can benchmark and share successful strategies and tactics.

Greater Kansas City LISC is seeking a Program Officer to assist in the implementation of the NeighborhoodsNOW Program. NeighborhoodsNOW is an intensified investment program in six neighborhoods in metropolitan Kansas City, where multi-dimensional community-building tools are used to improve the quality of life of individuals living in those communities.

The Program Officer will also have responsibility for servicing part of GKC LISC's financing portfolio, composed principally of grants and loans made to community-based organizations for programs and projects in various communities throughout the city.

Also, this position is responsible for developing partnerships in crime and safety throughout the metropolitan region and creating and implementing the Community Safety Initiative model in NeighborhoodsNOW communities.

The position will report to the Executive Director of Greater Kansas City LISC.

**Responsibilities:**

- ✓ Implement NeighborhoodsNOW in two or more of the neighborhoods selected for NeighborhoodsNOW, as assigned.
- ✓ Recommend grants and loans for projects in those neighborhoods.

- ✓ Negotiate, structure, underwrite, close and service loans as they develop.
- ✓ Oversee and/or prepare grant and loan documents for participants and projects in the program including government grants.
- ✓ Work with and provide information to individuals and organizations that are engaged to document and evaluate the program
- ✓ Work with neighborhood residents and stakeholders to create and implement Quality of Life Plans to meet their economic, safety, housing and educational needs.
- ✓ Create and/or find programs, projects, and resources that will accelerate progress on the Quality of Life Plans in the neighborhoods for which this position is responsible.
- ✓ Coordinate consultants, providers and other agencies (including public agencies) that deliver services to the neighborhoods in conjunction with NeighborhoodsNOW
- ✓ Establish partnerships, collaborations and strategic alliances to bring financial resources, policies and programs to achieve community improvement objectives.
- ✓ Provide timely reports on each of the neighborhoods for which this position is directly responsible, as required.
- ✓ Design and implement the Community Safety Initiative in all six NeighborhoodsNOW communities in coordination with other program officers, residents, police departments, and other stakeholders.

**Qualifications:**

- ✓ Self-directed, independent worker who takes initiative and is able to utilize the systems and processes that support the inherent duties of this position.
- ✓ Flexibility and poise in dealing with a very diverse range of individuals and organizations, including but not limited to community development organizations, public agencies, private developers, funders and lenders.
- ✓ Creative ability to develop programs and/or projects and leverage resources as opportunities emerge within the selected neighborhoods.
- ✓ A strategic sense of community development and the manner in which an intermediary may intervene in the redevelopment of specific neighborhoods.
- ✓ Ability to lead a program or project; gain support and consensus; and be persuasive and compelling in advocating for community development tools and resources.

- ✓ Familiarity with and a mature sensitivity to the complex environment of community development and the varying types of organizations that are engaged therein.
- ✓ Strong ability to work simultaneously on multiple tasks and projects.
- ✓ General expertise in community development, including real estate development, human capital development, economic development and community programming.
- ✓ Specific technical experience in real estate lending, public finance and financial transactions.
- ✓ Detailed and timely attention to reporting requirements and deadlines.
- ✓ Strong ability to work in a team environment with cross-functionality between neighborhoods and programs.
- ✓ Excellent communication skills, presentation skills, strong writing skills and strong computer skills.
- ✓ Bachelor's degree and four years of relevant experience.

LISC offers a competitive salary and excellent benefits.

Please send cover letter and resume to:

**Julie Porter**  
**Executive Director**  
**Greater Kansas City LISC**  
**3535 Broadway, Suite 200**  
**Kansas City, MO 64113**  
**[jporter@lisc.org](mailto:jporter@lisc.org)**

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER**