



**Local Initiatives Support Corporation**  
**Senior Program Officer, Family Income and Wealth Building**

**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 organization works in 29 metropolitan areas throughout the nation to assist its various partners in the development of affordable multi-family and senior housing, homeownership opportunities, commercial enterprises, community facilities and various community-building programs such as employment, day care, health care and open space.

**Position:**

LISC is seeking a Senior Program Officer for its national Family Income and Wealth Building, a key strategy in LISC's Sustainable Communities program. LISC's largest workforce and asset development programs are the Financial Opportunity Centers. The program seeks to help low-income households achieve greater financial stability through an integrated system of workforce development, financial services and income supports. This position will be responsible for developing the Financial Opportunity Center and other workforce development programming, training, technical assistance and implementation strategies and overseeing implementation by local neighborhood partners.

**Responsibilities:**

The primary duties of the position include:

- Support the development of the overall Family Income and Wealth Building strategy for the national LISC office.
- Coordinate and provide technical assistance and guidance to local LISC offices and LISC supported community-based organizations for: Financial Opportunity Center implementation and other workforce and asset building programming. This includes providing in-person technical assistance, phone calls, conferences and webinars.
- Create robust feedback loops with local LISC offices and monitor program implementation.
- Support the development and implementation of the Efforts to Outcomes tracking system to be used by all FOC sites.
- Assist in the fundraising for FIWB programmatic activities, including preparing and submitting grant proposals to expand and increase funding opportunities.
- Develop and implement a communications strategy for the FOC's and other Family Income and Wealth Building programs.
- Review and monitor grants from neighborhood organizations interested in implementing FIWB programming.

- Participate in Social Innovation Fund and other relevant national meetings.
- Support the research and evaluation of the FOC implementation.
- Create and maintain venues for peer learning among the various FOC sites.
- Develop new, and extend existing partnerships with workforce, financial service, and income support organizations and intermediaries.
- Develop and oversee a research and policy agenda to help LISC and its partners understand the programmatic impact.
- Coordinate with LISC's national program directors to develop new programs.
- Support the management of the departmental budget.
- Other duties as assigned

**Qualifications:**

The successful candidate for this position will show evidence of the following characteristics:

- ✓ Masters degree in related field preferred
- ✓ Significant experience in managing workforce and/or wealth building programs for low-income families
- ✓ Experience in raising funds for non-profit organizations
- ✓ Deep understanding of the community development field
- ✓ Ability to work effectively with numerous field offices
- ✓ Ability and willingness to travel regularly to states within the LISC network.
- ✓ Good interpersonal skills
- ✓ Excellent written and oral communication skills
- ✓ Good organizational abilities; independent work ability

Job Specifications

The starting salary will depend on the applicant's experience. Excellent fringe benefits provided. Travel is required.

Please send cover letter and resume to: [kjordan@lisc.org](mailto:kjordan@lisc.org)

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TO DIVERSITY AND INCLUSION**