



LOCAL INITIATIVES SUPPORT CORPORATION

Position Description – Assistant Program Officer

Position Location – Minneapolis/St. Paul, MN

Job Classification – Non-Exempt / Full Time

Reports to – Executive Director

THE ORGANIZATION:

What We Do

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue

Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.

Develop leadership and the capacity of partners to advance our work together

Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.

Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 33 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at www.lisc.org and lisc.org/twin-cities/.

Position Description

Local Initiatives Support Corporation (LISC) seeks a self-motivated individual to fill an Assistant Program Officer position in its Twin Cities office, located in St. Paul, MN. The Assistant Program Officer will work under the Executive Director to support the network of Financial Opportunity Centers (FOC's) in the Twin Cities. The Assistant Program Officer will also work closely with the Executive Director and other staff to support program work, particularly ensuring that grant management and compliance across all program areas is timely and accurate and programs are administered smoothly and effectively. Responsibilities include FOC program management, grant administration, compliance and disbursements and general administration. The successful candidate must be proactive, well organized, possess outstanding administrative and computer software skills, able to handle multiple tasks, able to complete work within given deadlines, have excellent oral and written communication skills, and be able to relate well with others.

Essential Duties

- Coordinate with LISC's National team to support grants management through tracking progress, processing grant disbursements, and overseeing grant compliance.
- Oversee data quality and analysis for the FOC outcomes data management system.
- Coordinate and facilitate monthly peer group meetings, trainings and other meeting logistics and events.
- Provide technical assistance to grantees and community partners as needed.
- Assist program staff across all program areas with preparation, processing and management of contract and grant documents and amendments.
- Develop accurate, accessible and up to date information on grantee accomplishments and projects and program data for reporting performance measurement.
- Perform all other special projects and duties as assigned.

Qualifications

The successful candidate must have three or more years or more of demonstrated success in the following areas:

- Bachelor's degree from an accredited college or university in Finance, Business Administration, Accounting, Nonprofit Management or related field.
- Three to five years of program management experience including the use of data systems for program and case management purposes, meeting facilitation and proposal and report writing. Experience with federal grants management preferred.
- Excellent writing and communication skills.

- Ability to analyze conceptual and quantitative information, quick learner, and creative problem solver.
- Excellent range of computer skills and knowledge of computer software applications (must know word processing, spreadsheet, database, presentation, and internet/social media). Experience with Microsoft Office Suite and Salesforce preferred.
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Ability to work independently and as a part of a team.
- Commitment to the community development sector and the critical role of nonprofit organizations in driving social change and preserving the unique cultural heritage of neighborhoods.
- Knowledge of community development and the neighborhoods of the Twin Cities preferred.
- Experience working with diverse populations.
- Highly reliable person with a good sense of humor, a positive attitude and ability to work in a fast-paced environment.

LISC offers a competitive salary and excellent benefits.

Qualified candidates should email a resume and cover letter to Amy McCulloch, Acting Executive Director, at amcculloch@lisc.org. Please include “Assistant Program Officer” in the subject line of your email.

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