



LOCAL INITIATIVES SUPPORT CORPORATION Position Description

POSITION TITLE:	Program Officer
REPORTS TO:	Director, New York State Housing Stabilization Fund
JOB CLASSIFICATION:	Full Time / Exempt
LOCATION:	LISC Headquarters Office, New York, NY

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 38 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 32 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



The LISC New York State Housing Stabilization Fund (the “NYS Fund”) is a special LISC program established to grant funds and provide technical assistance to municipalities, certified New York State Land Banks, and local non-profit and for-profit housing development companies using funds generated from settlements between financial institutions and the New York State Attorney General as a result of the mortgage foreclosure crisis. In addition to administering grants, the Fund develops and gives trainings and webinars and issues white papers to share knowledge about combating housing distress including vacant and “zombie” residential properties, and providing outreach to at-risk homeowners and assisting out-of-possession homeowners and supporting land banks. Find out more about our program at www.lisc.org/our-initiatives/affordable-housing/housing-stabilization-fund

JOB OVERVIEW:

The Program Officer for the New York State Housing Stabilization Fund (the “NYS Fund”) makes grants, provides technical assistance to land banks, municipalities and nonprofits, and works closely with the Director and others to facilitate the effective delivery of these funds and related technical assistance to maximize the impact of the NYS Fund.

Major Responsibilities and Duties

LISC seeks a Program Officer to work in partnership with the Director with the following functions:

- Provide program and operational assistance to the NYS Fund.
- Work closely with the Director to grant and manage the NYS Fund’s resources including preparing requests for applications, reviewing submissions, evaluating and selecting applicants and preparing grant documentation.
- Provide expert technical assistance to grantees to facilitate their use of awarded funding.
- Research and prepare memos on housing and community revitalization issues, as needed.
- Prepare presentations using Microsoft PowerPoint and other tools.
- Create and maintain databases using Microsoft Excel spreadsheets to track grant making, and use data to prepare reports to Funders.
- Assist with communications functions including use of social media.
- With the Director and staff prepare webinars, research and draft white papers and participate in the array of LISC knowledge sharing activities.
- Review and evaluate construction disbursement requests including scopes of work and budgets.
- Make site visits to grantees; occasional travel is required.
- Undertake special projects as needed.

Qualifications

- Undergraduate degree from an accredited college or university required; Master’s degree in Urban Planning, Public Administration, Public Policy, Real Estate or other relevant field is a plus.
- A minimum of two years of experience working for a nonprofit, community development organization or municipal government preferred.
- Demonstrated commitment to LISC’s community development mission and the creation and preservation of affordable, high quality housing options for low- to moderate-income households.



- Excellent writing, editing and oral communication skills required.
- Expertise in land banking, affordable housing rehabilitation and housing quality improvement preferred.
- Knowledge of construction oversight including review of scopes and budgets preferred.
- Ability to synthesize and distill large volumes of complex information from varied sources and share it with grantees and colleagues is required.
- Highly motivated, proactive individual with strong work ethic and problem-solving skills able to successfully balance multiple priorities in a fast paced work environment.
- Self-directed; ability to work independently with minimal supervision as well as part of a team.
- Excellent computer skills including competency in full Microsoft Office suite; strong Excel and PowerPoint skills are crucial.
- Familiarity with BOX document creation and management a plus.
- Excellent interpersonal skills; comfortable working in a diverse environment.

Please send cover letter and resume via e-mail to:

**Helene Caloir, Director
New York Housing Stabilization Fund
Local Initiatives Support Corporation
nyshousingfund@lisc.org**

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