



**Position Opening**  
**Local Initiatives Support Corporation**

**POSITION TITLE:** Program Officer – Programs and Operations  
**REPORTS TO:** Executive Director  
**JOB CLASSIFICATION:** Exempt / Full Time  
**LOCATION:** Boston, MA

---

**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**

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.

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

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

Over the last 39 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.

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. Visit us at [www.lisc.org](http://www.lisc.org) and at <http://www.lisc.org/boston/>.

## Position Description

LISC's Boston office seeks a full-time Program Officer (PO) who will split her or his time between program operations (LISC AmeriCorps, Housing and Economic Development) and Strategic Operations (Communications, Fundraising and Reporting). LISC Boston works with CDCs, nonprofits and community-based entrepreneurs throughout Greater Boston and Massachusetts to finance affordable multi-family rental housing, homeownership opportunities, commercial properties, small businesses and community facilities.

## Responsibilities

- **Program Operations – LISC AmeriCorps.** The selected candidate will have primary responsibility for organizing and running LISC Boston's AmeriCorps program. The PO will apply to our national office for funding, manage a competitive selection process among CDC partners, oversee the recruitment and enrollment of members, convene members regularly and arrange for training.
- **Program Operations – Housing and Economic Development.** The selected candidate will work with Senior Program Officers leading LISC's program work in Housing and Economic Development. This will include policy, business development, technical assistance, program implementation and financing work focused on creating or preserving affordable housing, developing commercial and community facilities, supporting the growth of minority- and woman-owned businesses and building career pathways to living wage jobs with growth potential.
- **Strategic Operations.** Prepare proposals, reports and presentations for investors, funders and other stakeholders. Create and disseminate content and strategic messaging regarding the impact of LISC's programs and strategies and otherwise support LISC Boston's communications channels and strategies.

Responsibilities for this position will evolve with LISC's strategic plan, and a desire to engage creatively and flexibly is valued. LISC Boston works collaboratively across programs to drive impact. Each team member seeks to be broadly knowledgeable about all of LISC's work but it is hoped that the selected candidate will have the opportunity, over time, to develop expertise and capacity in a selected area of our work.

## Qualifications

- Bachelor's degree from an accredited college or university required. Master's degree in related field preferred but not required.
- At least 2 – 5 years of relevant experience in housing, finance, community economic development or a related field.
- Demonstrated ability to manage multiple, complex matters and programs at various stages and coordinate with multiple internal and external parties to meet deadlines.
- Demonstrated interest in LISC's community development mission.
- Ability to work collaboratively with others and consistently demonstrate professionalism and agility. Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Excellent writing, research, financial analysis and communication skills.

- Proficiency in Microsoft Office suite, including Word, Powerpoint and Microsoft Excel. Experience with social media, graphic design, mapping/GIS, database programs, project management, Campaign Monitor or Constant Contact, will also be valued.

**COMPENSATION:**

LISC offers a competitive salary and excellent fringe benefits.

To apply, please send cover letter and resume to:

**Marilyn Sanchez**  
**LISC Boston**  
**75 Kneeland Street, Suite 1102**  
**Boston, MA 02111**  
c/o [msanchez@lisc.org](mailto:msanchez@lisc.org)

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