

LOCAL INITIATIVES SUPPORT CORPORATION
Position Description

POSITION TITLE: Assistant Program Officer – Economic Mobility
REPORTS TO: Program Officer
JOB CLASSIFICATION: Non-Exempt / Full Time
LOCATION: Indianapolis, IN

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 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. Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 35 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org.

Indianapolis LISC

As a community development financial institution, LISC supports local initiatives through lending, grants, and technical assistance. LISC Indy strategically invests in improving the life expectancy of residents by addressing the social determinants of health in local neighborhoods. Our team

advocates for policies and deploys programs that support equity and inclusion with a focus on livability, opportunity, vitality, and education.

Visit us at liscindianapolis.org.

Key Responsibilities

Under the supervision of the Program Officer, the Assistant Program Officer will:

- The APO's primary role will be to improve economic mobility by supporting our efforts to develop vibrant commercial and industrial corridors where neighborhood businesses are connected to talent development programs and can expand and create jobs that are accessible to area residents.
- This role is responsible for identifying opportunities to deploy resources for façade improvements, create partner capacity and provide technical assistance to pursue economic development work, and to support planning efforts.
- The APO is also responsible for managing economic-mobility-related grant reports and contracts, collecting and storing information, and supporting underwriting activities.
- The APO supports efforts to build relationships with key stakeholders, investors, and developers and be most familiar with neighborhoods to identify opportunities for businesses to create jobs and scale their operations. To achieve this the APO will research and analyze data, attend neighborhood meetings, manage calendars, prepare meeting minutes, update contact logs, and in some cases, serve as a liaison to lenders, developers, and community partners.

Qualifications

- Bachelor's degree from an accredited college or university in a related field required.
- Three (3) years of economic development experience. A combination of education and experience will be considered.
- Experience in small business planning, real estate, talent development, and/or finance is a plus!
- One must be passionate about advancing economic mobility and driving reinvestment in targeted, urban commercial and industrial districts.
- To perform well, ideal candidates will have a proven track record of implementing and operationalizing community and economic development strategies.
- Demonstrated experience in working with individuals and communities of diverse racial, ethnic, economic, social and educational backgrounds is of the utmost importance.

- An ideal candidate must be self-motivated, sharp and abreast of current happenings and their impact on our work, and be highly adaptable in a fast-paced and growing environment.
- Candidates should be well-organized and detail-oriented and have excellent written and oral communication skills with advanced capabilities in Microsoft Word, Excel, and Outlook.
- Strong problem-solving skills, model sound business acumen and confidentiality, and display good judgment with the ability to work as part of a team and independently, all while exuding flexibility, a good sense of humor.

Must be available to work evenings and weekends when needed. Some travel may be required.

LISC offers a competitive salary and excellent fringe benefits.

To apply:

Submit a cover letter and resume to Tossiea R. Holmes, Deputy Director, via email at tholmes@lisc.org. Indicate "Assistant Program Officer – Economic Mobility" in the subject line. Please, no phone calls.

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