



Position Description

Position Title – Program Officer

Position Location – Houston, TX

Job Classification – Full time / Exempt

Reports to – Senior Program Officer

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 32 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org.

Greater Houston LISC

In partnership with residents and multi-sector stakeholders, Houston LISC attracts and coordinates local and national resources to strengthen neighborhoods in the Greater Houston area. Houston LISC is comprised of a small, committed staff and a local advisory board dedicated to carrying out this mission. More information can be found at www.lisc.org/Houston. Houston LISC seeks a full time Program Officer to support our network of Financial Opportunity Centers.

The Program Officer will work under guidance of the Senior Program Officer, to support the network of Financial Opportunity Centers in Houston. LISC supports a national network of 90+ Financial Opportunity Centers in more than 30 cities across the country. Financial Opportunity Centers (FOCs) focus on the financial bottom line for low-to-moderate income individuals. This means changing people's financial behavior in a way that encourages them to make a long-term commitment to increasing income, decreasing expenses and acquiring assets. The ideal candidate has a knowledge of community development, workforce development, financial stability, data system management and skills in building key relationships. Candidates should also have experience working with diverse populations.

Key Responsibilities:

- Support non-profit partners by providing technical assistance to successfully implement the Financial Opportunity Center model, focused on helping residents find employment, access public benefits and become more financially stable.
- Work with the FOC team to design and launch the expansion of the Harvey Jobs Initiatives, a program that connects residents to jobs created as a result of Hurricane Harvey.
- Prepare, monitor, track and manage LISC investments, performance and outcomes. Including the FOC outcomes data management system on Salesforce.
- With support of the Senior Program Officer, oversee an assessment process to launch an employer focused data system.
- Identify organizational capacity needs of community partners, such as strategic planning, board development, financial management, fiscal management, human resources, program and operational development, and facilitate TA with support of other LISC staff or referrals.
- Facilitate and convene meetings, trainings, and peer gatherings to build partners' capacity and provide access to resources.
- Provide guidance and support to partners on grant compliance, including federal financial reporting compliance.
- Support fund development for the program which may include: writing grant proposals and reports, coordinating events, and representing LISC in local, national and statewide coalitions.
- Assume responsibility for special projects and other assignments, as needed.

Key Qualifications and Competencies:

- Bachelor's degree from an accredited college or university in urban studies, planning, public health, public policy, social work, real estate, community economic development or related fields. Master's preferred.
- Minimum 5 years program management experience including technical assistance experience, with the skills sets and sensibilities to work effectively with non-profit community-based partners. Experience working with FOCs or similar program preferred.
- Experience reviewing large datasets for quality and analyzing data for trends required.
- Strong meeting facilitation skills and public speaking experience preferred.
- Experience working on issues of workforce development or financial stability preferred.
- Experience with federal grant monitoring and compliance is preferred.
- Must be able to embrace and promote a culture of individual and shared trust and accountability – internally and externally.

- Ability to work collaboratively with co-workers and representatives from the nonprofit, philanthropic, public and corporate sectors and operate in a team setting.
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Familiarity with Houston neighborhoods is a plus.
- Ability to read and interpret complex work-related documents such as laws and regulations.
- Strong verbal and written communication skills; ability to write clear and concise business communications such as memos, reports, policies, and procedures. High level of proficiency in Microsoft Office suite, particularly Microsoft Excel.
- Commitment to accuracy and attention to detail.
- Regional travel required.

The position is based in Houston, Texas.

LISC offers a competitive salary and excellent benefits.

Submit cover letter and resume to VanNhi Nguyen, Senior Program Officer at vnguyen@lisc.org and include "Program Officer-FOC" in the Subject line of the email. No phone calls, please.

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