



## LOCAL INITIATIVES SUPPORT CORPORATION

### Position Description

**Position Title:** Program Officer, Family Income and Wealth Building

**Reports To:** Senior Program Officer – Asset Building, Family Income and Wealth Building

**Job Classification:** Exempt / Full Time

**Location:** NYC or Washington DC

### 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](http://www.lisc.org).

#### Position:

LISC is seeking a Program Officer for its national Family Income and Wealth Building (FIWB) department to focus on asset building initiatives, micro-entrepreneurship, and general technical assistance to LISC's network of Financial Opportunity Centers (FOCs) and its Bridges to Career

Opportunities Program (Bridges). The FOC program seeks to help low-income households achieve greater financial stability through an integrated system of workforce development, financial services and income supports. Bridges, an initiative of the Financial Opportunity Center, is a career pathways program that integrates long term coaching to promote individual economic opportunity. LISC's network of FOC sites have a firm commitment to building evidence through data and outcomes. This position will be responsible for contributing to the day-to-day technical assistance provided to build capacity of the local LISC offices and to the FOC network and will provide targeted support to LISC's micro-entrepreneurship and asset-building work.

While LISC's national headquarters is located in New York, NY, there is flexibility for the Program Officer position to be based in LISC offices in Washington DC, or New York.

### **Responsibilities:**

The primary duties of the position include:

- Support team on LISC's asset-building/financial stability efforts. This position will execute programmatic strategy and provide in-person technical assistance, phone calls, and webinars
- Manage the launch of a micro-entrepreneurship accelerator in four cities with support from the team
- Work closely with local offices who will implement innovative financial stability initiatives through LISC's network of community-based partners
- Support and manage the provision of financial products to LISC's network of FOCs. This will include managing vendor relationships and supporting the uptake of financial products
- Assist with LISC behavioral science strategies aimed at increasing financial coaching retention
- Provide support to the local LISC offices. (Program Officers in LISC's local offices are the primary contacts and TA providers to the community-based FOCs in their respective cities; LISC's national FIWB department provides TA to the [local LISC offices](#), and collaborates with the local LISC offices on TA to the FOCs.)
- Train the network FOCs and staff from local LISC offices on financial coaching, credit building and the FOC/Bridges model.
- As needed, manage consultants and vendors supporting LISC's FOC/Bridges program
- Support the content creation for the National FOC/Bridges convening, LISC's [www.FOC-network.org](http://www.FOC-network.org) website and other peer learning opportunities
- Other duties as assigned

### **Qualifications:**

The Family Income and Wealth Building team seeks an independent self-starter to join the fast paced team. The successful candidate for this position will show evidence of the following characteristics:

- Bachelor's degree from an accredited college or university required; Master's degree in related field preferred
- Must have at least 3-5 years of experience in asset-building, home ownership, or micro-entrepreneurship programs for low-income populations.
- Effective training skills and experience providing training to groups of 15-30 individuals. Coaching skills a plus;

- Knowledge of integrated services delivery approaches and wealth building programs for low-income families is a plus
- Deep understanding of the community development field
- Ability to work effectively—in-person and virtually, via phone, e-mail, or webinar—with numerous field offices
- Ability and willingness to travel regularly to cities within the LISC network
- Good interpersonal skills
- Excellent written and oral communication skills
- Good organizational abilities; independent work ability
- Passionate about working with low income communities

#### Job Specifications

- LISC officers a competitive salary and excellent fringe benefits. This position requires frequent travel (25% to 40% of time).

Please send cover letter and resume to Laura D'Alessandro ([ldAlessandro@lisc.org](mailto:ldAlessandro@lisc.org))

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