

**LOCAL INITIATIVES SUPPORT CORPORATION**

**Position Description**

**POSITION TITLE:** Program Officer – Fundraising, Communications, and Programming

**REPORTS TO:** Executive Director

**LOCATION:** LISC Hartford Office, Hartford, Connecticut

**CLASSIFICATION:** Full Time/Exempt

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**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).

The Connecticut LISC program has experience developing the infrastructure of this broad variety of local, community-based organizations by providing technical and financial assistance - building capacity, sharing best practices, and providing project investments to support local solutions to community needs. Since coming to Connecticut in 1984, LISC has invested over \$81 million in Connecticut communities. This investment has created: 4,647 affordable homes, 365,000 square feet of commercial space, and 30 child care & community facilities. LISC’s affiliate the National Equity Fund has invested over \$175 million of tax credit equity in Connecticut projects and Connecticut LISC has invested over \$4 million in developments through its Transit Oriented Development fund. Overall, LISC investment has leveraged \$818 million of community development activity in Connecticut.

## **Position Description**

Connecticut LISC is seeking a skilled and experienced professional to advance our work through fundraising, communications, and programmatic development. Working in Hartford and Statewide, the Program Officer will identify, research, and cultivate new funding sources and write grant applications; enhance Connecticut LISC's recognition and media, including social media, presence; and help develop programs consistent with emerging priorities in the strategic plan. These programmatic areas may include training and capacity building for CDCs and the successful candidate will have familiarity with the field and LISC's programmatic work sufficient to help attract new funders and investors to support expansion of LISC's programs. The successful candidate should have experience in fundraising, external communication, and community economic development and/affordable housing development.

## **Responsibilities**

Principal areas of responsibility will include:

- Identifying, researching, and cultivating potential new sources of support for Connecticut LISC, including government, philanthropic, and business (bank and insurance company) sources for LISC's work, including affordable housing development, capacity-building for community development corporations, and community economic development.
- Writing grant applications and supporting materials.
- Developing and executing a communications plan to raise LISC's profile among funders and partners. This should include improving and driving traffic to the website, improving the e-newsletter, and developing a regular social media presence.
- Assisting with program development consistent with the Strategic Plan that is under development. This work will include support CDCs and other nonprofits involved in affordable housing and community economic development, and may include training and convenings.
- Help manage key relationships with public and private partners. Work closely with City and State partners in the development of projects and programs.
- Work with LISC staff to develop, launch and manage new programmatic initiatives.
- Work closely with community-based organizations to build capacity and develop programs related to LISC's housing and community economic development initiatives.
- Track progress on funding, communications, and programmatic milestones. Conduct research, and gather and analyze data that supports organizational and programmatic outcomes. Prepare, monitor, and track performance and outcomes of grant recipients and borrowers.
- Develop and coordinate training programs, best practice seminars and webinars.
- Assist with communication efforts to highlight program successes.
- Perform all other duties as assigned.

## **Qualifications**

- Bachelor's Degree from an accredited college or university required; Master's degree in urban planning, community development, economic development, public policy or related field preferred.
- At least 3-5 years of experience in fundraising and/or communications, as well as community development, affordable housing development or related field, preferably in the non-profit sector.

- Demonstrated understanding of neighborhood revitalization issues; familiarity with Connecticut's urban neighborhoods preferred.
- Demonstrated ability to think strategically to implement LISC's program goals. Ability to work simultaneously on multiple tasks and projects, set priorities and coordinate with multiple internal and external parties to meet project guidelines.
- Ability to work collaboratively with others and consistently demonstrate professionalism in diverse settings, with a positive and solution-oriented outlook. Capacity to work independently as needed.
- Excellent computer skills including competency in full Microsoft Office suite.

LISC offers a competitive salary and excellent benefits.

To apply, please submit a resume and cover letter to:

James Horan, Executive Director

LISC, 75 Charter Oak Avenue, Suite 2-250, Hartford, CT 06106

or [jhoran@lisc.org](mailto:jhoran@lisc.org)

*No telephone calls please.*

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