



## Local Initiatives Support Corporation

**Position Title -** Senior Program Officer  
**Reports To -** Executive Director  
**Job Classification -** Exempt / Full Time  
**Location -** Flint, MI

---

### 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

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

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.

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

Over the last 38 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. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 31 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at [www.lisc.org](http://www.lisc.org)

Michigan LISC is seeking a multi-skilled individual to join our team to accomplish our mission of helping to create healthy neighborhoods that are good places to live, work, raise children and conduct business in Flint.

### Background

LISC is a nonprofit organization that mobilizes and invests corporate, government, and philanthropic resources into the projects, program and initiatives of community based organizations and other parties that are revitalizing neighborhoods and addressing the needs of lower income households. We provide financing, funding, equity, technical support, management and program consulting, training, and consultant support. We also help craft local strategies and broader visions of community development that garner wide support – on the street, in board rooms and in city halls. LISC combines national scale and local expertise to facilitate community revitalization. For more information about LISC, visit our website at [www.lisc.org](http://www.lisc.org).

### Responsibilities

- In conjunction with the Michigan LISC Executive Director or Deputy Director, develop, design and implement a range of projects, programs and initiatives, in collaboration with internal and external partners, to achieve the Flint LISC Strategic Plan.
- Provide project-specific analysis, deal structuring assistance, and underwriting support for affordable multifamily rental housing transactions, as well as single family housing.
- Provide guidance on all aspects of the development process from pre-development through closeout, ensuring financially and operationally viable development in a timely and cost-efficient manner.
- Develop, maintain relationships and support to execute Flint LISC housing investment framework with local government and private sector actors.
- Manage relationships with and provide technical assistance to community based nonprofit development partners.
- Supervise other office staff.
- Coordinate and oversee performance of Flint Financial Opportunities Center (FOC) with Assistant Program Officer (APO), including developing and maintaining detailed knowledge of the various organizations and stakeholders involved in FOC. Provide technical assistance, with assistance from National LISC, related to the utilization of program tracking software, and the identification of best practices related to FOCs.
- With APO, work closely with LISC National programs and departments to provide technical assistance and resources to local Department of Justice BYRNE Criminal Justice Innovation Grant (BYRNE) partners as necessary.
- Identify grant fundraising opportunities, develop funding proposals and prepare reports to funders.
- Assist in the preparation of materials that will be used for resource development and external communication.
- Be a flexible and enthusiastic member of the team, helping other members of the team when necessary and working in concert to accomplish a task.

### Skills and Qualifications

- Bachelor's Degree from an accredited college or university required; completion of graduate level education in fields such as business, planning, community development, urban studies, law, finance is preferred.

- At least five (5) years of related work experience in the fields of real estate development, community organizing, neighborhood revitalization, community development, social justice, human services initiatives or government.
- Excellent written and oral communication skills.
- Ability to prioritize and manage a diverse set of activities and multiple projects simultaneously.
- Ability to initiate and maintain amiable working relationships with a wide range of people.
- Be proactive in helping to generate creative solutions and taking the lead to implement such ideas.
- Ability to work independently and in collaboration with others.
- Ability to use a wide variety of programs and software e.g. Word, Excel, Powerpoint, on-line communication tools, and Outlook.
- Experience working with elected officials, city staff and the knowledge of how to monitor and assess public policies and programs.
- Experience working with and/or for community based nonprofits.

To Apply for the Position

Interested Candidates should send a cover letter, resume and writing sample to:

Charlotte Smith, Deputy Director  
Local Initiatives Support Corporation  
141 E. Michigan Ave., Suite 501  
Kalamazoo, MI 49007  
[csmith@lisc.org](mailto:csmith@lisc.org)  
NO PHONE CALLS PLEASE

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