



**LOCAL INITIATIVES SUPPORT CORPORATION  
POSITION DESCRIPTION**

**POSITION TITLE:** ASSISTANT PROGRAM OFFICER – Community Development  
**REPORTS TO:** SENIOR PROGRAM OFFICER  
**JOB CLASSIFICATION:** FULL-TIME / NON-EXEMPT  
**LOCATION:** MILWAUKEE, WI

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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**

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 32 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)

Milwaukee LISC invites applicants for the position of Assistant Program Officer-Community Development. The primary responsibility of the APO will be to support community development revitalization efforts as an integral part of the LISC Milwaukee team by assisting the LISC team with key program areas through research, program monitoring and coordination and program development support. The Assistant Program Officer will report to the Senior Program Officer for Economic Development and Programs and also work closely with program staff.

### **Reporting**

The Assistant Program Officer – Community Development will report to the Senior Program Officer or as designated by the Executive Director.

### **Responsibilities**

The Assistant Program Officer will support LISC Milwaukee's community development work in areas that inform and impact the social determinants of health: affordable housing, safety and health outcomes, economic development. Additionally, the incumbent will support local policy advocacy and non-profit/public sector capacity building.

Principal areas of responsibility will include:

- Manage and coordinate programing leading to capacity development and leadership
- Assist in the development of curricula, training materials and teaching tools regarding best practice strategies and techniques for community development
- Understand and maintain relationships in the community development sector to facilitate the creation of linkages between community-based organizations by collecting partner information, identifying new potential partners
- Conduct research related to social determinants of health: affordable housing, safety and health outcomes, equitable economic development, policy issues and non-profit/public sector capacity building
- Collaborate with the Program Officers to represent LISC in city-wide coalitions and other meetings as required
- Provide technical assistance to community partners as needed
- Work with staff to prepare proposals to private donors and foundations
- Collaborate with program staff to create and execute annual work plan
- Perform all other special projects and duties as assigned

### **Qualifications**

The successful candidate must have two years or more of demonstrated success in the following areas:

- Grant writing; exhibiting excellent writing skills
- Excellent project management and organizational skills
- Ability to work with others and to secure information from multiple sources
- Demonstrated ability to develop and maintain efficient systems
- Strong understanding of databases; Demonstrated proficiency in Excel
- Commitment to accuracy and attention to detail

- Experience with basic office administration functions
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Commitment to the community development sector and the critical role of nonprofit organizations in driving social change and preserving the unique cultural heritage of neighborhoods.
- Keeps abreast of industry trends, best practices, creative financing techniques and other community development indicators. Converts industry standards to local conditions.

#### **Education and Skills**

- Bachelor's degree from an accredited college or university required in urban studies, business administration, public administration, or similar field, or equivalent experience
- Excellent project management, communication and organizational skills
- Demonstrated ability to develop and maintain various program and financial tracking systems
- Strong understanding of Excel databases and office administration functions
- Must have a good sense of humor, ability to work enthusiastically in a dynamic environment with an outcomes focus.

#### **Compensation**

LISC offers a competitive salary and excellent fringe benefits.

Please send cover letter and resume via email to:

Amelia Pena  
Office Manager  
[apena@lisc.org](mailto:apena@lisc.org)

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