



LOCAL INITIATIVES SUPPORT CORPORATION
Position Description

Position Title: Senior Program Officer - Workforce Development/Financial Capability
Reports To: Senior Program Officer - Rural
Job Classification: Full Time / Exempt
Location: Washington, DC (Flexible)

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.

The national rural program of the Local Initiatives Support Corporation (Rural LISC) seeks a candidate for a Rural Senior Program Officer position focused on workforce development initiatives and field based technical assistance to community-based organizations. This position will be responsible for establishing and managing a network of rural Financial Opportunity Centers (FOCs) with a particular focus on LISC's Bridges to Career Opportunities (Bridges) model. Implemented by community-based organizations, the FOC model aims to help

low-income households achieve greater financial stability through an integrated system of workforce development, financial coaching, and income supports. Bridges to Career Opportunities uses “bridge” programming (industry-contextualized adult basic education) and a career pathways focus—integrated with the FOC employment coaching, financial coaching, and income supports services—to help unemployed and underemployed community residents connect to “middle-skills,” livable-wage jobs. The FOC and Bridges models are newer additions to Rural LISC’s geography, and this individual will be charged with using data and outcomes to ensure the program fits the unique needs of rural communities. This full-time position has flexibility in terms of location. Extensive national travel is required.

Responsibilities

Financial Opportunity Centers and Bridges to Career Opportunities

- Lead Rural LISC’s FOC/Bridges development efforts.
- Manage a pipeline of FOC/Bridges sites at various stages in the implementation process.
- Provide in-person technical assistance, phone calls, and webinars.
- Work closely with community-based partners and national LISC staff to identify and implement strategies to adapt the FOC and Bridges models to meet the unique needs of rural communities.
- Train the network FOCs on FOC/Bridges model.
- Work with LISC’s national Family Income & Wealth Building team to provide FOC/Bridges planning, program design, and implementation support to rural community-based partners.
- Oversee collection and analysis of FOC/Bridges metrics, using data to coach partners and recommend adjustment to program implementation.
- Develop and offer tools and training to help effect culture change around outcomes, program design, and management.
- As needed, manage consultants and vendors supporting LISC’s FOC/Bridges program.
- In coordination with the fund development team, seek new funding sources for workforce development and financial capability initiatives and manage relationships with funders; meet reporting requirements for public and private funders.
- Participate in writing and reviewing funding proposals, concept papers and progress reports.
- Provide education and support to other program staff in the areas of workforce development and financial capability.

Organizational Capacity Building/Technical Assistance

- Continual assessment of community-based partners within designated portfolio of groups with specific rural workforce development focus, as well as those working in the larger rural community development field, identifying capacity needs and strengths in order to provide technical assistance and training tailored to each partner, or group of partners.
- Manage communication and relationships with each portfolio partner.
- Craft coordinated responses to partners’ capacity needs, including group education opportunities, one-on-one engagements and materials to be created/delivered by internal staff and/or external partners or consultants.
- Direct the development, delivery and evaluation of training programs for community based partners.
- Assist in planning and determining program content for Rural LISC Annual Seminar. Originate loan and grant requests and coordinate financial review, underwriting, budget, etc., with other appropriate Rural LISC staff.

Qualifications

- Bachelor's degree from an accredited college or university
- Eight years of related work experience in rural community and/or workforce development or other areas that complement Rural LISC's work.
- Ten years of related work experience in rural community and/or workforce development or other areas that complement Rural LISC's work may be substituted for a degree. An advanced degree may be considered as a substitute for some work experience.
- Knowledge of integrated services delivery approaches and wealth building programs for low-income families.
- Effective training skills and experience providing training to small groups. Coaching skills a plus.
- Extensive knowledge of nonprofit program management and organizational development.
- Outstanding interpersonal and relationship management skills; experience, flexibility and poise working with diverse organizations and individuals of varied racial, ethnic, economic, social and educational backgrounds; and a demonstrated ability to think strategically and collaborate with colleagues across functions and geography to design and implement the best strategies for building stronger rural communities.
- Ability to work independently without constant supervision.
- Flexibility and comfort with a high degree of "virtual" work (teleconference, videoconference, e-mail, instant messaging, etc.) with other Rural LISC team members, supervisors, National LISC colleagues, and partners.
- Excellent writing and verbal communication skills are essential. Exceptional skills in Word and Excel.
- Flexible, resourceful, team player and self-starter able to prioritize and manage multiple tasks with a positive, solutions-oriented approach in a fast-paced work environment.

LISC offers a competitive salary and excellent fringe benefits.
This position requires up to 50% national travel.

Please send cover letter and resume via e-mail, with "2019 Workforce Financial Capability SPO" in the subject line, to:

Julia Malinowski
Senior Program Officer
Rural LISC
jmalinowski@lisc.org;

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