



Position Announcement
Manager – Economic Development
Local Initiatives Support Corporation – Phoenix

Local Initiatives Support Corporation (LISC), widely recognized as the nation's premier community development intermediary, has a 30-year history of investing in community-based organizations focused on rebuilding urban neighborhoods and rural communities. LISC works throughout the nation to assist its various partners to implement our comprehensive, place-based community revitalization strategy. Our Phoenix investments have been targeted to Transit Oriented Development along Phoenix's new and expanding light rail network. Through our investments and technical assistance, LISC works with our partners to make communities good places to work, do business and raise children. For more information about LISC's work in Phoenix visit www.lisc.org/phoenix.

JOB DESCRIPTION - ECONOMIC DEVELOPMENT MANAGER

The position will lead the LISC Phoenix office efforts to pilot a local neighborhood economic development program. The position will help develop and monitor the neighborhood economic program and, along with current Program Officers, coordinate, convene, and connect different groups around neighborhood economic development to solve problems, implement programs and affect change in South Phoenix, one of Phoenix's low-to-moderate (LMI) income neighborhoods. The position will also document program activities, impacts and results and communicate the stories and successes of the initiative. The position reports to the LISC Phoenix Executive Director.

This is a one year position with continued employment subject to renewal of contract.

SPECIFIC JOB RESPONSIBILITIES

- Implement economic development program, activities and projects with, outcome metrics, in designated LMI neighborhood.
- Assist LISC Phoenix partners with technical assistance relating to economic development program and project design, work planning and implementation.
- Coordinate with LISC Phoenix program officers to convene neighborhood partners, working groups and collaborative partners.
- Coordinate and attend small business assistance program workshops, review business owner work plans and liaise between GoDaddy staff and volunteers and the LISC team.
- Liaise with LISC national staff and consultants around economic development best practices, strategies and resources.
- Write, collect data, organize and submit required reports and other grant requirements associated with the neighborhood economic development award or others.

- Support the development of short-term, visible, “early-action” projects that create momentum for commercial corridor development in targeted areas.
- Work with local economic development organizations to support ongoing communications and marketing to change the narrative of their corridors.

QUALIFICATIONS

- Highly motivated, solution-oriented individual who is self-directed, and able to successfully balance multiple tasks, priorities and programs.
- Commitment to an inclusive, community-based, resident-driven model of community planning and decision-making. Experience and commitment working with urban communities and with people from a variety of cultures, income groups, and ethnic origins is an asset.
- Working knowledge of the economic, political, and social environments of the Phoenix area, especially lower-income neighborhoods, organizations, and community development efforts strongly preferred.
- Detailed and timely attention to reporting requirements and deadlines – especially in the area of grant writing and reporting.
- 3-5 years relevant experience with implementing economic development, and/or entrepreneurship support programs.
- At least two years’ work experience in a position of significant responsibility within a nonprofit or business setting and/or a community based organization is a plus.
- Basic knowledge of finance for small businesses and an understanding of marketing and promotion techniques.
- Fluency in Spanish is highly desirable.

EDUCATION

Bachelor’s degree required. Graduate level education in urban studies, policy or related fields is an asset.

Compensation: LISC offers a competitive salary and excellent benefits.

To Apply: Submit a resume and cover letter via email to:

Rachel Webster at rwebster@lisc.org

Please submit a cover letter of up to one page that describe your professional background, demonstrates the competencies we are seeking, and identifies what about working at Phoenix LISC will challenge you the most.

Only Applications with cover letters specific to the role will be considered.

NO PHONE CALLS PLEASE

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