



**LOCAL INITIATIVES SUPPORT CORPORATION**  
**Position Opening**

**POSITION TITLE:** Health and Safety Stabilization Program Manager

**REPORTS TO:** Executive Vice President, Programs

**JOB CLASSIFICATION:** Exempt / Full Time (24 month Temporary Position)

**PREFERRED LOCATION:** Houston, Texas

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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 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)

LISC seeks a professional to fill the position of Health and Safety Stabilization (HSS) Program Manager based in or near Houston, Texas. This is a temporary position that is currently funded for 24 months. This position reports to the Executive Vice President for Programs, with dotted line reporting to the Executive Director of Houston LISC, and the Vice President responsible for oversight of Rural LISC.

## **Background**

Hurricane Harvey caused widespread damage in Houston and other urban and rural regions of southeast Texas, and will have long-term impacts. Thousands of people have been displaced and are in need of immediate housing and other resources that will aid their stabilization and recovery. Many of those people are in communities where Houston LISC and Rural LISC partners already have a strong presence and infrastructure.

LISC is in final stages of launching a Health and Safety Stabilization Program that will rehabilitate up to 300 homes, bringing them to a "safe and habitable" standard so that families may return home. The HSS Program Manager will manage all aspects of this construction program—working with local organizations, a construction management firm, LISC staff in Texas and New York and others to rehabilitate damaged homes and connect people to social services. We also want to ensure that we share and document best practices and take advantage of peer to peer learning and support opportunities, as well as purchasing, scale and other collaboration opportunities in this critical work.

## **Responsibilities**

- Help set the direction of and manage LISC's Health and Safety Stabilization Program, overseeing the start-up and success of the overall production and rehabilitation assistance for storm-impacted residents; manage program milestones and ensure that all funder deliverables and requirements are met, and that operations remain within budget.
- In conjunction with Houston and Rural leadership, supervise other program staff and volunteers.
- Manage and coordinate contracts with consultants, including for construction, construction management, health and environmental services as applicable; manage quality control and timeliness of payments.
- Maintain the overall integrity of the program, ensuring a high level of quality control of pipeline intake, construction work scope deliverables, and customer satisfaction within the parameters of Program; Ensure efforts are sensitive to issues of equity and women/minority hiring and service goals.
- Manage relationships with defined Houston and Rural LISC partners working on disaster recovery and resiliency efforts in the various geographies impacted by Hurricanes Harvey on a day-to-day basis, reporting to National, Houston and Rural LISC Leadership.
- Provide technical assistance – directly and through oversight of Intake Coordinators - to LISC's partners in navigating the government and private sector relief and recovery system.
- Work closely with groups on the ground to identify programmatic and regulatory issues as they arise during the recovery effort, bring them to the attention of relevant government agencies and civic groups, and help develop strategies for resolving them.
- Oversee staff in the organization and collection of data, its analysis and reporting to funders and other audiences, as related to rebuilding, and the use of funds for such efforts. Respond to informal feedback and complaints, troubleshooting responses. Report patterns, lessons learned and challenges to National, Houston and Rural Leadership.
- Coordinate and integrate recovery efforts with other LISC programs and policies, including Health, Safety and Environmental initiatives.
- Performs additional duties, as required.

## **Qualifications**

- Bachelor's Degree from an accredited college or university is required. Masters Preferred.
- Minimum 5 years professional experience working in community development, affordable housing production and development, disaster recovery and policy issues. Construction management, recovery, resiliency, health and environmental experience a plus.
- Familiarity with impacted regions a plus.
- Bilingual English/Spanish a plus.
- Existing knowledge of/ability to quickly gain expertise and navigate the emerging system of relief being created by government agencies such as FEMA and state housing agencies in Texas.
- Ability to collaborate and build relationships with local partners and multiple teams to get resources to impacted areas and people quickly.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office applications and other complex programs such as Excel and Salesforce.

- Ability to work collaboratively with a wide variety of partners and staff to achieve success.
- Self-directed, independent worker who takes initiative and is interested in helping to create systems and processes to support this position.
- Capacity to simultaneously work, in an organized and independent way, on multiple tasks and set priorities for a challenging workload.

**Please send cover letter and resume via e-mail to:**

**Denise Scott**

**Executive Vice President for Programs**

**fsresumes@lisc.org**

**Subject Line: Health and Safety Stabilization Program Manager**

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