



Position Opening Local Initiatives Support Corporation

POSITION TITLE: Community Development Officer
REPORTS TO: LISC NYC Deputy Director
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: New York City

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.

Position Description

The New York City office of the Local Initiatives Support Corporation (LISC NYC) seeks a professional to fill the position of Community Development Officer. This position reports to the LISC NYC Deputy Director. The local New York City program, LISC NYC, works with nonprofit, community-based organizations to develop affordable housing, commercial enterprises and community facilities. Since its founding in 1979, LISC NYC has invested over \$2.7 billion, leveraging an additional \$6 billion in low-income communities. This has resulted in nearly 40,000 affordable homes built and preserved as well as 1.8 million square feet of retail and community space created. We also invest in health, economic development, financial well-being and environmental sustainability so that the communities our partners serve are good places to live, work, do business and raise children. For more information visit <http://www.lisc.org/nyc/>

Responsibilities:

The Community Development Officer will work with the Deputy Director to manage a second round of LISC NYC's Commercial Corridor Challenge (Corridor Challenge 2.0), carry out LISC NYC's overall capacity building strategies, and help plan and implement other programmatic initiatives in the area of economic development, health and affordable housing. The Corridor Challenge 2.0 program provides capacity building support to local community-based organizations who are strengthening and revitalizing commercial corridors and the small businesses that anchor New York City neighborhoods.

Specifically, the Community Development Officer will be focused on the following:

Program Management and Technical Assistance

- Provide grants to nonprofit partners to support catalytic projects that will advance their commercial revitalization efforts and build their economic development capacity.
- Engage with expert consultants to deliver technical assistance to grantees as they implement business retention and attraction activities and physical improvements to storefronts and streetscapes in commercial corridors in underinvested neighborhoods.
- Facilitate opportunities for Commercial Corridor Challenge 2.0 participants and others to share best practices and discuss common challenges in a peer cohort setting.
- Create and maintain a reporting system that collects data and outcomes to monitor progress against goals; track performance, results and outcomes of grantees; and create reports and communications materials to convey the results of the program to the funding partner and others.
- Assist grantees (through direct technical assistance and in collaboration with professional consultants) with utilizing communications, marketing and public relations in order to highlight and celebrate progress on their commercial corridor work; help organize public events that raise the visibility of the work supported by the Corridor Challenge 2.0; and write stories and post content about the program on LISC NYC's website and on social media.
- Collaborate with LISC National programs such as Economic Development, Community Safety, and Creative Placemaking to provide expert resources to Commercial Corridor Challenge 2.0 participants.

Capacity Building, Knowledge Sharing and Program Development

- Work with the LISC NYC Deputy Director and LISC NYC staff to broadly assess capacity building needs among LISC NYC's community development partners and design and deliver capacity building resources to meet those needs.

- Along with LISC NYC's Deputy Director, collaborate with LISC's Knowledge Management and Economic Development team to codify and centralize best practices and learnings from the first round of the Commercial Corridor Challenge through a resource hub hosted on LISC's website.
- Create practical resources of different media types to guide community organizations in NYC and other parts of the country in planning and implementing improvements on their corridors.
- Collaborate with LISC NYC staff to elevate lessons learned and contribute to LISC NYC's thought leadership on economic development, health and affordable housing.
- Work with LISC NYC staff to develop and implement programs that apply LISC's capabilities and expertise to advance work LISC NYC's work in economic development, health and affordable housing.
- Carry out other special projects as assigned.

Qualifications

- Bachelor's degree from an accredited college or university required. Master's degree in urban planning, business administration, public administration or related field is preferred.
- At least 5 years of experience in community development, economic development, commercial corridor revitalization and/or other related field work in diverse urban environments.
- Experience in program development/management with a proven track record of implementation success.
- Commitment to the community development sector and the critical role of nonprofit organizations in bringing about economic revitalization of low-income neighborhoods.
- Ability to work collaboratively with co-workers and representatives from the nonprofit, corporate, philanthropic and public sectors, and demonstrated flexibility, good judgment and poise in dealing with a diverse range of individuals and organizations.
- Entrepreneurial spirit and ability to work independently on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Excellent writing and verbal communication skills required.
- Technical skills: Microsoft Word and Excel and social media platforms.

Candidates with commensurate experience may be considered for the title Senior Community Development Officer.

LISC offers a competitive salary and excellent benefits.

Please send cover letter and resume via e-mail to (note that only applications with a cover letter will be considered):

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LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION