



Local Initiatives Support Corporation

Position Title: Assistant Program Officer – Communications and Resource Development

Position Location: Philadelphia, PA

Job Classification: Non-Exempt / Full Time

Reports to: Executive Director

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 39 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 **Communications & Resource Development Assistant Program Officer** will be responsible for communicating the mission, value and impact of Philadelphia LISC to funders,

community partners, and other community development entities; implementing the communications plan; and cultivating financial support through foundation grants, corporate and individual donations, and event sponsorships. This position reports to the Executive Director and collaborates with other staff. Specific responsibilities will include:

Responsibilities

Communications (approximately 50% of responsibilities)

- Assist Executive Director, Deputy Director, and other staff in refining and implementing the overall communications strategy for Philadelphia LISC office.
- Manage communications consultants/contractors, including public relations firms, writers, photographers and graphic designers
- Maintain Philadelphia LISC website and social media accounts, including Twitter, Facebook and Instagram.
- Manage design, production and distribution of a quarterly Philadelphia LISC e-newsletter.
- Manage design, production and distribution of an annual report.
- Assist in the design and production of presentations and publications such as slide decks, fact sheets, media kits, program brochures, etc.
- In conjunction with Executive Director and consultants, coordinate media relations through press releases and serve as press contact with local media outlets.
- Assist Executive Director with quarterly communications reports to the Philadelphia LISC Local Advisory Board.
- Coordinate with national LISC communications team as needed
- Maintain and update the image archive.

Resource Development (approximately 50% of responsibilities)

- Assist Executive Director, Deputy Director in implementing Philadelphia LISC's resource development strategy
- Manage program and administrative staff and consultants in prospecting, writing and submitting grant proposals
- With program and administrative staff, ensure that all reports to funders are timely submitted.
- Support Executive Director in research, cultivation and stewardship of funding relationships.
- Manage donor acknowledgement process, including writing acknowledgement letters.
- Maintain database tracking fundraising campaigns and donor status
- Maintain donor contact information
- Assist Executive Director in engaging with the Philadelphia LISC Resource Development Committee.

Qualifications

- Bachelor's degree from an accredited college or university required; graduate level education is a plus

- 3 years of related experience in Communications and Resource Development
- Excellent written/verbal communication skills and editorial judgment
- Fundraising and/or communications experience in a nonprofit organization
- Self-starter and team-player comfortable managing multiple demands, and working in a collaborative work environment
- Keen interest in and commitment to the community development mission of LISC
- Experience in PowerPoint and Microsoft Office Suite.
- Expertise in Adobe design software, especially InDesign, is a plus
- Professional or educational experience in the community development field is desirable.

Compensation

LISC offers a competitive salary and excellent fringe benefits.

To Apply

Submit cover letter and resume to Melissa Kim, Deputy Director, at mkim@lisc.org. Please include "APO Communications and Resource Development" in the subject line of your email.

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