LOCAL INITIATIVES SUPPORT CORPORATION
Position Description

POSITION TITLE: Senior Program Officer – Family Income and Wealth Building
REPORTS TO: Executive Director
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: Indianapolis, IN

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 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

LISC Indianapolis
LISC is a national non-profit organization that provides financial and technical assistance to community development organizations working to improve housing and economic conditions in inner-city neighborhoods and lower-income communities. LISC Indianapolis works to revitalize urban neighborhoods and improve the quality of life of residents to increase life expectancy by addressing the social determinants of health.

Visit us at liscindianapolis.org.

Key Responsibilities
At the direction of the Executive Director, the SPO will work closely with the Deputy Director and other Program Officers to implement, monitor, and evaluate strategies around family income and wealth building programs and education. The SPO will serve as a liaison for workforce partners and employers, and sub grantees in Quality of Life Plan neighborhoods to collectively achieve related goals and objectives and other strategies included in the organization’s strategic plan.
• **Program Design and Delivery (60%):**
  Build partner capacity by supporting, developing, and expanding agencies and their efforts to design and deliver vertically-integrated career pathways intended to educate, advance, and connect low income families with adequate employment. Strategies include:
  - Identifying and addressing capacity gaps using evidence-based best practices.
  - Convening resources to provide or fund technical assistance, coaching, and support to promote staff development.
  - Developing key indicators, monitoring progress, evaluating site performance and preparing written qualitative and quantitative analyses of programs.
  - Supporting front-line career services staff, connecting residents with wrap-around services, and brokering relationships with employers to improve career placement, growth, and mobility and to address employment inequities.

Support neighborhood efforts to implement initiatives designed to address educational inequities and to attract or expand primary education institutions to disinvested neighborhoods. Strategies include:
  - Working alongside the lending team to convene potential investors, funders, and stakeholders and to actively market Charter School Facility Financing to create the financial capacity to develop educational facilities.
  - Supporting advocacy that addresses educational inequities.

• **Quality of Life Plan Support (25%):**
  Coordinate efforts to implement and sustain neighborhood quality of life plans.
  - Support partners and conveners and their relationship with LISC by being actively engaged with partners and identifying and addressing capacity gaps.
  - Stay knowledgeable of happenings in the neighborhood as it relates to livability, housing, economic development, education, and lending.
  - Monitor grants and other contracts to ensure compliance and timely reporting.
  - Build neighborhood social capital by connecting them with funding, partner agencies, and other resources necessary to achieve the outcomes outlined in the plan.

• **Grant Writing and Management (15%):**
  Pursue workforce and educational grants by:
  - Identifying funding opportunities and developing relationships with partners.
  - Developing proposals and writing grants.
  - Managing grant allocations and contracts with sub grantees.
  - Tracking data using internal systems and producing written progress reports. Fund development.

• Performs additional duties, as required.

**Qualifications**
- Bachelor’s degree from an accredited college or university is required. Master’s degree preferred.
• Minimum five to seven years of high-level experience in workforce development or economic development serving low-income families.
• Exhibits current and wide-range knowledge of federal workforce programs, Indiana’s workforce system, career pathway programs and certification standards, and the local service provider culture,

• Experience in non-profit program management and organizational development with time spent in community-based organizations or government agencies.
• Demonstrates a track-record of implementing and operationalizing workforce or economic development strategies and technical assistance delivery.
• Abreast of current the economic, political, and social environment of Indianapolis and their impact on our work.
• Models strong interpersonal and relationship-building skills with proven experience in pursuing equity and inclusion and working alongside communities of diverse racial, ethnic, economic, social and educational backgrounds with an ability to organize and lead people to work intently and efficiently together.
• Passion for advancing economic mobility and driving reinvestment in targeted, urban commercial and industrial districts through workforce development.
• Well-organized and detail oriented and has excellent written and oral communication skills with advanced skills in Microsoft Word, Excel, and Outlook.
• Proactive and solutions-oriented, highly adaptable in a fast-paced and growing environment, detailed oriented, and decisive with sound business acumen and integrity.
• Must be available to work evenings and weekends when needed. Some travel may be required.

**Salary**
LISC offers a competitive salary and excellent benefits.

**To Apply**
Submit cover letter and resume to Tedd Grain at TGrain@lisc.org
Please include “Senior Program Officer” in the subject line of your email.

We thank all applicants for their interest; however only those candidates selected for interviews will be contacted. (No phone calls please)

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION