

LISC TWIN CITIES

Local Initiatives Support Corporation

Position Title: Program Officer – Development & Communications
Reports To: Executive Director
Job Classification: Exempt / Full Time
Location: St. Paul, MN

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

Position Description

LISC Twin Cities seeks a highly qualified candidate for a Program Officer position to lead resource development and plan and implement local communications and public relations activities. The **Development & Communications Program Officer** will successfully promote the mission and achieve the funding goals of Twin Cities LISC by securing financial support from foundations, corporations, and government. The Program Officer will also manage LISC's local communications and public relations as they relate to the promotion of the organization, its activities and fundraising objectives and will serve as the relationship manager for the Local Advisory Committee and Community Investment Committee.

Key Responsibilities:

- Development
 - Identify, strategically cultivate and solicit a portfolio of existing and new funders, including philanthropy, financial institutions, corporations and government.
 - Develop and spearhead annual fundraising efforts, achieving annual milestones and creating effective measurements and reports.

- Cultivate current and new relationships with foundations and other private and public funders around the region, with particular emphasis on grant writing and reporting on LISC's impact as well as active engagement in LISC activities.
- Communications
 - Think strategically about how to further promote Twin Cities LISC externally, maintaining a strong understanding of industry and community trends.
 - Develop and implement a communications plan for the office.
 - Develop media relations strategy, seeking placements in print and broadcast and cultivating relationships with journalists.
 - Coordinate all public relations activities and develop and disseminate content on all social media platforms.
 - Write and edit content for all press releases, newsletters, social media, website pages, presentations and speeches.
 - Create and manage special events.
 - Supervise external public relations consultants, graphic designers, and copywriters and foster connections with national LISC communications team.
- Advisory Committees
 - Support Executive Director in seeking Committee members' involvement in advisory committee activities and fundraising and increasing the overall visibility of the organization.
 - Manage relationships and membership of Local Advisory Committee and Community Investment Committee and expand the members' capacity to support the mission of LISC TC.
 - With the full staff, plan and organize content and learning agendas for quarterly meetings.
 - Oversee production and timely distribution of committee packets.
- Participate with staff team in developing strategic positioning of the organization.
- Performs additional duties, as assigned.

Key Qualifications and Competencies:

- Bachelor's degree from an accredited college or university required,
- Five years of relevant experience, including at least three in a fundraising role.
- Proven professional experience writing for grants, press releases, donor reports, web content and marketing materials.
- Proven ability to source financial resources and demonstrated success in the area of major gift fundraising, grant writing, administration and related activities.
- Solid understanding of budgets as they relate to proposals and grants.
- Excellent writing, editing, research and project management skills.
- Ability to communicate effectively in written, verbal, personal and presentation style formats with a wide variety of individuals. Excellent communication skills to articulate the case for support for various programs.
- Ability to structure and manage multiple projects within limited time frames and deadlines. Must work well under pressure, and seek and synthesize information.
- A high level of computer literacy required, including familiarity with donor databases (Salesforce) and Microsoft Office Professional. Experience with Adobe InDesign, and Illustrator a plus.
- Ability to work effectively with the Executive Director and full staff to establish donor meetings, and guide relationships from origination to financial support.
- Demonstrate a high level of strategic vision related to matching LISC products and services with funders' missions and needs.

- Demonstrated high level of strategic vision related to promoting LISC through communications
- Demonstrated success in establishing highly effective working relationships with key leaders, staff, and board members to accomplish goals for an organization.
- Passion for the mission of LISC and commitment to the community development sector and the critical role of nonprofit organizations in driving equitable outcomes.

The position will be based in St. Paul, Minnesota. LISC offers a competitive salary and an excellent benefits package.

Please send cover letter and resume to TCJobSearch@lisc.org. Please include “Candidate for Program Officer – Development & Communications” in the subject line of your email. No phone calls please.

We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted.

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