POSITION TITLE: Senior Program Officer – Economic Development,  
REPORTS TO: Director of Economic Development  
JOB CLASSIFICATION: Full Time / Exempt - Grade 14  
LOCATION: Flexible; remote (Continental US)

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 $24 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 38 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

LISC Economic Development

The National Economic Development team at LISC is dedicated to carrying out a four-pronged approach to inclusive economic development:

- **People:** Build and support pathways to quality jobs and financial security for marginalized communities.
- **Places:** Transform underinvested commercial and industrial districts into generators of inclusive economic opportunity.
- **Businesses**: Foster local environments where diverse businesses thrive through increased capacity and access to capital
- **Systems Innovation**: Drive systems innovation across all three strategies by challenging institutional barriers to equity and inclusion.

Our team is seeking a full time Senior Program Officer to help drive inclusive economic development by overseeing initiatives and building the capacity of LISC offices and partners. The Senior Program Officer will work under the guidance of the Director, Economic Development to support the integration of inclusive economic development strategies into LISC’s comprehensive community development work. The candidate has experience supporting entrepreneurship, increased capital access for entrepreneurs of color, building equitable small business ecosystems, and supporting the advancement of place based initiatives that drive inclusive growth. Experience with one or more of the following preferred: place-based initiatives, cross sector partnerships and engagement strategies, strategic planning, data analysis, capacity building, lending (real estate and small business), microfinance, ecosystem building, comprehensive community development, and disaster recovery.

**KEY RESPONSIBILITIES:**

- Lead the design and implementation of initiatives that support the recovery and growth of entrepreneurs of color, including launching sector specific and supplier diversity initiatives, procurement strategies, and other targeted support.
- Support implementation of LISC programming to build equitable small business ecosystems, including leading the management of the National KIVA relationship and partnership by supporting the growth and onboarding of high quality and diverse Kiva Trustees and ensuring full utilization of LISC Kiva matching loan funds.
- Oversee best practice demonstrations that help refine LISC Economic Development's strategy and policy priorities as it relates to building equitable small business ecosystems, building strong business districts and supporting entrepreneurs of color.
- Coordinate with other LISC departments and offices to promote capital access for entrepreneurs of color, identifying any gaps that exist and helping to fill those gaps.
- Provide technical assistance, support accessing grants, subsidies and other incentives, and providing financing support to real estate projects in LISC markets.
- Contribute to the development and dissemination of resources for entrepreneurs of color and other disadvantaged small businesses (how to guides, case studies, briefs, articles, and other materials) by drawing on content expertise of Economic Development team, field offices, partners, and national best practices.
- Utilizing tools and resources developed by LISC, work directly with local LISC offices and partners on the coordination and execution of ecosystem building locally, ensuring integration with other LISC small business support initiatives.
- Prepare, monitor, and manage grants, including analyzing qualitative and quantitative data and communicating impact, collecting information for and writing reports, coordinating with colleagues in development, communications, and at local offices and managing relationships with funders as needed.
- Actively participate and contribute to team activities, conversations and events.
- Assume responsibility for special projects and other assignments, as needed.
QUALIFICATIONS:

- Bachelor’s degree from an accredited college or university in business, finance, urban planning, or related field is required. Master’s degree is preferred.
- Minimum 8 years relevant work related experience overseeing small business development initiatives, experience working with entrepreneurs of color and other disadvantaged businesses is preferred.
- Deep understanding of the small business development field, knowledge related to small business and real estate financing preferred.
- Working knowledge of the economic, political, and social environments of national economic development field.
- Solution-oriented individual who is self-directed, and able to successfully balance multiple priorities and programs.
- Proven track record working with a diverse range of individuals and organizations, including but not limited to business development organizations, public agencies, private developers, small businesses, funders and lenders to drive inclusive growth.
- Ability to work with a geographically dispersed team, often via phone or webinar.
- Ability to occasionally travel to LISC field offices or conferences, estimated 15% annually.
- Commitment to accuracy, attention to detail, timely reporting and deadlines.
- Excellent verbal and written communication, writing, research, analysis and relationship/team building skills.
- Proficiency in Microsoft Office suite required.

COMPENSATION
LISC offers a competitive salary and excellent fringe benefits.

TO APPLY
Please send a cover letter and resume via email with “Senior Program Officer-Economic Development” in the subject line to econdevinfo1@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE