LOCAL INITIATIVES SUPPORT CORPORATION

POSITION DESCRIPTION

POSITION TITLE: Program Officer – Asset Building
REPORTS TO: Director-Financial Health
JOB CLASSIFICATION: Full Time/Exempt,
LOCATION: Remote (flexible, with preferred locations Chicago, IL; New York, NY; Washington, DC)

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

Background

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 and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.
LISC’s national Economic Development team supports our colleagues in the LISC field offices and in the Rural LISC program in deploying an inclusive economic development framework that expands the ability of people, places, and businesses to contribute to equitable prosperity, so that all can thrive. Our work creates accessible opportunities for people to find jobs that increase their income and assets, and at the same time, it grows businesses and rebuilds neighborhood economies through integrated strategies that develop people, places and businesses.

Under the umbrella of Economic Development, LISC’s Family Income & Wealth Building (FIWB) program oversees a national network of over 130 community-based partners implementing the Financial Opportunity Center® (FOC) model. FOC partners deliver an integrated set of career coaching, financial coaching, and income supports access services to help community residents access family-sustaining jobs, access financial products and build credit, and build assets. Implemented in select FOCs, the Bridges to Career Opportunities (Bridges) initiative builds on this model by incorporating contextualized adult basic education and career pathways focus on middle-skills jobs with opportunities for career and wage advancement. Additionally, the Family Income & Wealth Building program oversees additional workforce development and asset-building strategies through our network of partners to build wealth and create opportunities for participants.

Position:

LISC is seeking a Program Officer for its national Family Income and Wealth Building (FIWB) department focusing on asset-building initiatives, financial products, micro-entrepreneurship, homeownership, and general technical assistance to LISC’s network of Financial Opportunity Centers® (FOCs) and Bridges to Career Opportunities (Bridges) partners. The FOC program seeks to help low-income households achieve greater financial stability through an integrated system of workforce development, financial services, and income support. Bridges, an initiative of the Financial Opportunity Center, is a career pathways program that integrates long-term coaching to promote individual economic opportunity. LISC’s network of FOC sites has a firm commitment to building evidence through data and outcomes. This position will be responsible for day-to-day technical assistance, grant management, and program implementation of LISC’s asset-building strategies.

Responsibilities:

The primary duties of the position include:

- Center justice, diversity, equity, and inclusion in LISC’s asset-building strategies through the frame of LISC’s Project 10X
- Implement LISC’s asset-building/financial stability efforts. This position will execute programmatic strategy and provide virtual and in-person technical assistance
- Manage asset-building grants including program implementation, reporting, compliance, outcome tracking, and grantees support
- Work closely with local offices who will implement innovative financial stability initiatives through LISC’s network of community-based partners
- Support the implementation of LISC’s homeownership and micro-entrepreneurship strategies
• Support and manage the provision of financial products to LISC’s network of FOCs. This will include managing vendor relationships and supporting the uptake of financial products
• Provide support to the local LISC offices. (Program Officers in LISC’s local offices are the primary contacts and TA providers to the community-based FOCs in their respective cities; LISC’s national FIWB department provides TA to the local LISC offices and collaborates with the local LISC offices on TA to the FOCs.)
• Coordinate the training for FOC staff on financial coaching, credit building, homeownership, and the FOC/Bridges model
• As needed, manage consultants and vendors supporting LISC’s FOC/Bridges program
• Other duties as assigned

Qualifications:
• Bachelor’s degree from an accredited college or university; however, relevant experience may be considered a proxy
• Three to five years of experience in asset-building and financial products programs for low-income populations
• Strong understanding of community-based organizations, intermediaries, and the broader asset-building field
• Strong program management skills including organization and prioritization of multiple projects
• Effective training skills and experience providing training to groups of 15-30 individuals. Coaching skills are a plus
• Ability to work effectively—in-person and virtually, via phone, e-mail, or webinar—with numerous field offices
• Excellent written and oral communication skills
• Flexibility and willingness to learn, improve and iterate
• Experience working effectively in a team environment; comfort and willingness to interact with colleagues across departments and office locations, in either in-person or remote work settings
• National travel will be required consistent with COVID-19 safety considerations, ~25% annually

Job Specifications
LISC offers a competitive salary and excellent fringe benefits

Please send cover letter and resume with “Program Officer – Asset Building” in subject to ldalessandro@lisc.org.

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