LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

POSITION TITLE: Senior Program Officer – National Programs
REPORTS TO: Executive Director
JOB CLASSIFICATION: Exempt / Full Time, Grade 14
LOCATION: Milwaukee, WI

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 42 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, with 38 local offices extending from Buffalo to San Francisco and rural activities in 49 states and Puerto Rico. Visit us at www.lisc.org

LISC Milwaukee is a local office within National LISC, one of the nation's largest Community Development Financial Institutions (CDFIs). LISC Milwaukee has over 25 years of experience working as a catalyst for community reinvestment in Milwaukee. It helps resident-led, community based development organizations transform historically underinvested neighborhoods into healthy places to live, work, worship, do business and raise families. Increasingly, we also work with and lend to for-profit entities that share our community development vision and goals. Since 1995, Milwaukee LISC has invested over $185 million in Milwaukee's neighborhoods, and leveraged $605 million in total development costs including 3,162 affordable homes created or preserved and 2.4 million square feet of retail and community space.
POSITION DESCRIPTION
LISC is seeking a team-oriented individual to help coordinate and deploy a wide range of strategies and services that comprise the work of the Milwaukee LISC office. The Senior Program Officer will have primary responsibility for certain LISC National Programs and will help to better coordinate, connect, deploy, and resource local programs and services in furtherance of the LISC national and local office strategic plans. This is a key position within LISC and is critical to the success and impact of LISC Milwaukee. This position reports to the Executive Director.

KEY RESPONSIBILITIES

- Primary responsibility for successful execution and strategic alignment of a portfolio of LISC national programs and initiatives, including HUD Section 4, Health initiatives, Sports and Recreation, Quality of Life Planning, AmeriCorp, and Project 10X.
- Coordinate with other LISC staff to better align and properly resource our local programs and services in coordination with our community partners.
- Prepare and oversee grants and contracts for assigned programs, which includes administering government and private grants/consultant agreements, managing contracted partners, and monitoring grant and consultant performance to ensure alignment with agreed scope of work.
- Provide oversight on disbursements and financial drawdowns for grantee and consultant contracts, including trouble-shooting and resolution if issues arise.
- Provide back-up coverage and support to the team’s Program Officers as needed.
- Track progress on programmatic milestones. Conduct research, gather, and analyze data that supports programmatic outcomes and program reporting.
- Develop and disseminate resources (how-to guides, case studies, briefs, articles, and other materials) by drawing on content expertise of LISC national staff, other field offices, affiliates, partners, and best practices.
- Support fundraising efforts to ensure program growth, including funder identification, grant writing, reports, and compliance as needed.
- Prepare clearly written, responsive, and visually appealing reports, such as private funder narrative/financial reports, compliance reports, and other required reports as assigned.
- Support Executive Team to develop, launch and manage new programmatic initiatives, including drafting concept papers as needed.
- Organize, convene, and facilitate meetings, trainings, workshops, information sessions, and orientations, both virtually and in person, as needed. To accommodate our stakeholders, periodic evening and weekend work may be required.
- Represent LISC Milwaukee in coalitions, working groups and other forums.
- Build and maintain mutually trusting relationships with and among partners including community organizations, businesses, government officials, anchor institutions, consultants, and contractors.
- Coordinate with LISC National Program teams and affiliates to bring resources to Milwaukee.
- Assume responsibility for special projects and other assignments, as needed.

QUALIFICATIONS
• Bachelor’s Degree from an accredited college or university.
• Minimum 5 years of experience in community economic development, affordable housing, place-based community development or related disciplines required.
• Working knowledge of the economic, political, and social environments in the Milwaukee area, especially of historically disinvested neighborhoods, organizations, and community development efforts strongly preferred.
• Working knowledge of local, state, and national community development policies and programs impacting Milwaukee.
• Demonstrated success in managing multiple projects and maintaining strong collaborative relationships with clients, consultants, partners, and co-workers required.
• Experience building relationships, networking, and collaborating effectively with community-based organizations.
• Strong oral and written communication skills, including experience speaking publicly in diverse forums, to effectively collaborate with partners.
• Proficient with Microsoft Office Suite and strong capacity to learn and utilize new software as it is implemented and required by LISC.
• Excellent research, writing, editing and analytical skills.
• Fluency using and understanding data to inform decision making.
• Commitment to accuracy, attention to detail, timely reporting, and deadlines.
• Work simultaneously on multiple tasks and set priorities for a challenging workload.
• Position includes meetings in the community and some domestic travel, estimated at 10%

COMPENSATION
LISC offers a competitive total compensation package, including salary and excellent fringe benefits (health, dental, vision, and retirement plans).

TO APPLY
Please send cover letter and resume via email to tlipscomb@lisc.org and include “Senior Program Officer” in the subject line of your email, before December 7, 2021.

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