Job Description

Position Title: Program Officer – Small Business Coaching- Virginia LISC
Location: Richmond, VA
Job Classification: Exempt / Part Time
Reports To: Neighborhood Partnership Manager

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

Virginia LISC
Virginia LISC has been active in the region since 1990, and our approach is comprehensive – one that values resident involvement and recognizes the importance of an integrated approach to revitalization. We work collaboratively to address housing and commercial development, along with family income and asset building, workforce issues, education, economic development and the many aspects of a great neighborhood – places to play, access to health care, community safety and more. For more information visit www.virginialisc.org

The Program Officer - Small Business Coaching will work with the Virginia LISC team and network of Financial Opportunity Centers (FOC) to provide coaching and support for small business owners and aspiring entrepreneurs in the Richmond region. The ideal candidate has entrepreneurial experience and
is knowledgeable in small business development and coaching. Candidates should also have experience working with diverse populations and knowledge of the Central Virginia entrepreneurial ecosystem.

**Key Responsibilities**

- **Provide one-on-one small business coaching**
  - Offer Virginia LISC small business grantees coaching and support in achieving their business goals as part of the FOC network
  - Create processes, policies and procedures related to small business coaching within Virginia LISC FOCs
  - Develop or adopt a small business coaching curriculum providing a framework for learning and professional development milestones for clients
  - Assist clients in developing a professional business plan
  - Guide clients in developing presentations and marketing materials to court investors, customers, partners and vendors
  - Support clients in increasing their bank-ability to broaden access to capital
  - Understand other services offered by the Financial Opportunity Center partner agencies, such as the income supports services and financial coaching, and connect the clients to these other services

- **Track client outcomes for continuous improvement**
  - Maintain contact with the client and monitor the status of their business (e.g. revenue and expenses, staffing, profitability, sustainability etc.)
  - Create and utilize tools, systems and processes for collecting data.

- **Provide group based education on relevant topics**
  Perform additional duties, as required.

**Key Qualifications and Competencies**

- Bachelor’s degree from an accredited college or university is required.
- Minimum 3 years’ experience in small business support or management
- Minimum 3 years business coaching experience.
- Minimum 3 years’ experience in community development
- Bilingual in Spanish is preferred.
- Good problem-solving skills with a willingness to be flexible and proactive in a fast-paced work environment.
- Flexibility and poise in dealing with a diverse range of individuals and organizations.
- Excellent writing and verbal communication skills are essential; exceptional skills in Word and Excel a must.
- Interest in the mission of LISC, which is the revitalization and development of healthy neighborhoods.

**Position Details**

Hours – 21 hours per week
Some travel required.

**How to apply**

Please send cover letter, resume with “Program Officer – Small Business Coaching- Virginia LISC” in the subject line to Shekinah Mitchell at smitchell@lisc.org.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION