

LISC TWIN CITIES

Local Initiatives Support Corporation

Position Title: Assistant Program Officer, Creative Placemaking & Lending
Reports To: Senior Program Officer
Job Classification: Non-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

As one of LISC's 35 local offices, LISC Twin Cities has provided capital, strategy and know-how to our Twin Cities community development partners. Our work benefits one out of every five people in Minneapolis and St. Paul. Since our founding in 1988, we've invested more than three-quarters of a billion dollars of LISC resources and leveraged \$2.9 billion in additional investments—all to support local community development projects. As a result, more than 17,000 families have access to affordable places to live; 8,000 people have improved their financial stability; and local neighborhood residents are enjoying 2.4 million square feet of new or renovated community and commercial space. For more information, visit us at www.lisc.org/ and www.lisc.org/twin-cities/.

Position Description

LISC Twin Cities seeks a self-motivated individual to work with a dynamic set of community and institutional partners to support activities intended to leverage arts and cultural assets along commercial corridors and cultural districts intended to foster economic growth while preventing displacement. The **Assistant Program Officer** will work closely with the Deputy Director, Senior Program Officer for Lending, and other staff help build the capacity of a wide-range of diverse community-based

initiatives working to promote art and culture for economic development. The Assistant Program Officer will lead LISC Twin Cities' creative placemaking program as well as support its real estate lending, particularly with arts-based and other community-driven commercial projects.

The successful candidate must be proactive, well organized, possess outstanding program assessment and development skills, able to work with diverse partners and communities, have excellent oral and written communication skills, and be able to work in a team and relate well with others. The job requires that a significant amount of time be spent in the community with the flexibility to attend evening meetings or events/activities as appropriate.

Key Responsibilities:

- Placemaking and Cultural Districts/Corridors
 - Support a diverse array of existing and emerging community-based efforts on cultural/commercial corridors through technical assistance and grant-making. Grant-making responsibilities will include developing grant guidelines and criteria; soliciting, reviewing and helping to select proposals for funding; executing grants; and monitoring both financial and program performance.
 - Work with diverse range of community-based, public, philanthropic and business partners (including artists) to develop and implement district/corridor-wide strategies to increase economic activity and create more vibrant destinations and economically sustainable communities. This includes working with key stakeholders to identify, prioritize and develop district/corridor-wide initiatives to promote economic growth; and identifying, selecting and managing contractors to implement activities (e.g., artists, other consultants, etc.).
 - Promote knowledge creation and sharing to support community-based efforts including soliciting priority issues for learning from key stakeholders; conducting research on best and promising practices; coordinating trainings, webinars and other learning opportunities; and facilitating peer learning sessions (including all logistics (e.g. location, hospitality, invitations, etc.), taking notes and disseminating learnings).
- Lending
 - Source and identify real estate lending opportunities for LISC, with a focus on arts-based projects and other community-driven opportunities that support cultural districts and other placemaking initiatives.
 - Work closely with Senior Program Officer for Lending to:
 - Learn and provide project technical assistance to prospective borrowers during concept and predevelopment phases.
 - Learn and perform credit analysis, including analyzing borrower operating performance, project financial performance, borrower management capacity and project feasibility.
- Perform other special projects and related duties as assigned.

Key Qualifications and Competencies:

- Bachelor's degree from an accredited college or university with a major in public policy, urban planning, public administration, business or a related field.
- 2- 5 years of increasing responsibility in the non-profit, public or private sectors.
- Knowledge of community development; understanding and ability to clearly articulate the power of art and culture in community and economic development. Experience with arts-based community development efforts or real estate project funding is a plus.

- Experience working with and providing technical expertise to a wide-range of ethnic, socio-economic and culturally diverse people, neighborhoods and organizations.
- Demonstrated ability to build consensus amongst a wide-range of stakeholders, develop and maintain effective cross sector-working relationships, and to advance collaborative initiatives.
- Strong listening, interpersonal, networking, facilitation and communication skills.
- Ability to analyze conceptual and quantitative information, quick learner, and creative problem solver, who is open to the insight of others.
- Excellent range of computer skills and knowledge of computer software applications (must know word processing, spreadsheet, database, presentation, and internet/social media).
- Passion for the mission of LISC and commitment to the community development sector and the critical role of nonprofit organizations in driving equitable outcomes.
- Highly reliable person with a good sense of humor, a positive attitude and ability to work in a fast-paced environment.

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 Assistant Program Officer” 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, EQUITY AND INCLUSION**