Local Initiatives Support Corporation

Position Description

POSITION TITLE: Program Officer – Housing
REPORTS TO: Director of Housing
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: New York City, NY

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

The local New York City program, LISC NYC, works with nonprofit, community-based organizations to develop affordable housing, commercial enterprises, and community facilities. Since its founding in 1979, LISC NYC has invested over $3 billion, leveraging an additional $7.6 billion in low-income communities. This has resulted in nearly 42,000 affordable homes built and preserved as well as 2.5 million square feet of retail and community space created. We also invest in health, economic development, financial well-being, and environmental sustainability so that the communities our partners serve are good places to live, work, do business and raise children. For more information visit http://www.lisc.org/nyc/.

Position Description

The New York City office of the Local Initiatives Support Corporation (LISC NYC) seeks an individual to fill the position of Program Officer to support a portfolio of programs and initiatives in the affordable housing industry with a focus on policy goals to create and preserve affordable housing (rental and homeownership) and build capacity. This position reports to the Housing Director. The ideal candidate has prior experience and knowledge in the affordable housing industry and in one or more of the following areas: supporting cross sector partnerships and engagement strategies, data analysis, project management, and comprehensive community development.
Responsibilities:

- Support the development of LISC NYC programmatic initiatives embedded in affordable housing policy and goals throughout New York City.
- Manage a portfolio of assigned affordable housing programs as part of the LISC NYC implementation strategy.
- Plan and manage LISC NYC’s portfolio of affordable housing programs, including community partner assessments, grant making, collecting outcome metrics and assessing impact.
- Facilitate and convene meetings, trainings, and peer gatherings to share best practices with program participants, LISC NYC partners, the local community, and other public sector and private sector stakeholders.
- Establish and coordinate technical assistance resources for program partners.
- Develop and manage relationships with community development partners including community-based organizations, mission-driven developers, and local/state agencies to foster inclusive community and economic development.
- Collaborate with colleagues in development and communications to support grant applications and reports on funding for LISC NYC programs, including collecting data on programmatic outcomes.
- Produce reports, thought pieces and presentations on LISC NYC’s work, the field of affordable housing, and related policy issues.
- Support with responding to inquiries from the public on affordable housing programs and other special projects/initiatives, as necessary
- 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, public policy, or related field is required; Master’s degree is preferred
- Minimum 3-5 years relevant work experience overseeing place based community and/or economic development initiatives. Experience working in neighborhoods of opportunity preferred.
- Deep understanding of the field of community development; knowledge related to capacity building of nonprofit community-based organizations preferred
- Working knowledge of the affordable housing, political, and social aspects of affordable housing
- Experience working with community development organizations, public agencies, private developers, funders, and lenders
- Solution-oriented and can effectively balance multiple priorities and programs
- Commitment to accuracy and attention to detail
- Excellent verbal and written communication, research, analysis, time management and relationship/team building skills
- Proficient in Microsoft Office Suite

Compensation:
LISC offers a competitive salary and excellent fringe benefits.

To apply:
Please send a cover letter and resume via email with "Housing Program Officer" in the subject line to:
liscnycresumes@lisc.org

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