



**POSITION ANNOUNCEMENT
LOCAL INITIATIVES SUPPORT CORPORATION – LOS ANGELES**

Position Title: Program Officer
Reports To: Executive Director
Job Classification: Full Time / Exempt
Location: Los Angeles, CA

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

LISC Los Angeles has been active in the region for over 30 years and seeks an individual, with a passion for strengthening communities through effective and thoughtful investment, grant making and related activities. It invites people to apply who have experience working with diverse populations and who possess general expertise in community development, including human capital development, economic development, real estate development and community programming. LISC Los Angeles is engaged in LISC’s Building Sustainable Communities (BSC) Initiative, through our Neighborhoods First program, which implements a comprehensive, intensive, community development investment strategy in two neighborhoods focused on improving the quality of life of residents. The Program Officer will help in successfully executing a holistic, neighborhood-driven approach to community transformation that ensures both people and places prosper. The position reports to the LISC Los Angeles Executive Director. For more information about LISC Los Angeles visit <https://www.lisc.org/los-angeles>.

JOB DESCRIPTION

LISC Los Angeles seeks a Program Officer to provide strategic and implementation support for its BSC Initiative, managing and expanding its Family Income and Wealth Building program (which includes our Financial Opportunities Centers (FOCs) and Bridges to Careers initiative), support the advancement of our Economic Development/Talent Development program, and our leadership development program priorities. The individual hired to fill this position will be expected to provide financial and technical assistance to neighborhood partner organizations; strengthen partnerships among community-based organizations, anchor institutions, and other corporate, civic and public sector organizations; build and maintain consensus among different constituencies; and advocate for policy and system innovations.

SPECIFIC JOB RESPONSIBILITIES

- Coordinate and oversee performance of the Financial Opportunities Centers (FOC) network, including developing and maintaining detailed knowledge of the various organizations and stakeholders involved in the FOC network, providing programmatic design and management of build-out programs that include an Occupational Skills Initiatives and Financial Products Program, technical assistance related to the utilization of program tracking software (SalesForce), and the identification of best practices related to FOCs.
- Oversee the LISC AmeriCorps program in Los Angeles; work with national LISC team on program implementation; manage the application process for host organizations; support host organizations in AmeriCorps member recruitment; oversee enrollment of successful candidates in the AmeriCorps program; ensure that monthly reports and timesheets are submitted in a timely fashion; work with AmeriCorps members to plan monthly meetings that provide professional development and networking opportunities
- Provide oversight and management with various federal and private funding sources – responsibilities will include but not limited to grants and contract management, such as financial audits and reviews, preparing, monitoring, and tracking contractual outcome obligations, and submission of grantee reports to multiple funding partners in a timely manner.
- Identify prospective funding opportunities and prepare funding proposals, applications, reports, presentations, and tours as required by funders, investors, LISC National and others.
- Develop a solid and respectful working relationship with the community partner organizations and grantees. Maintain an in-depth knowledge of their organizational conditions, programs and projects.
- Identify and sustain good working relationships with local governmental agencies that are positioned to assist and support LISC's work.
- Provide technical assistance to partner organizations and other program participants to ensure effective implementation of programs, as well as work closely with LISC National programs and departments to provide additional technical assistance and resources to local partners as necessary.
- Prepare and manage program budgets, in consultation with the Executive Director and staff. Assume responsibility for special projects and other assignments, as needed.

QUALIFICATIONS

- Bachelor's degree from an accredited college or university required;
- Master's degree in urban studies, business administration, real estate finance, planning, social work, public administration or similar field desired;
- Five (5) years' experience in real estate development or lending, urban planning, workforce development, community development, and/or other relevant field work in diverse urban environments.
- Highly motivated, solution-oriented individual who is self-directed, and able to successfully balance multiple priorities and programs;

- Commitment to an inclusive, community-based, resident-driven model of community planning and decision-making. Skilled in teambuilding and facilitation techniques. The ability to be a team player.
- Working knowledge of the economic, political, and social environments of the Los Angeles area, especially lower-income neighborhoods, organizations, and community development efforts strongly preferred;
- Flexibility in dealing with a diverse range of individuals and organizations, including but not limited to residents, community development organizations, public agencies, private developers, funders and lenders.
- Capacity to work simultaneously on multiple tasks and projects, while still meeting program priorities.
- Detailed and timely attention to reporting requirements and deadlines – especially in the area of grant writing and reporting.
- Experience and knowledge in Federal and Contracts Management and Compliance
- Can demonstrate a successful track record developing and running organizations or programs in workforce development, community/economic development, human capital development, and affordable housing;
- General understanding on the community development field, as and some knowledge related community development financing preferred.
- The candidate does not need to be an expert in each of these sectors. The successful candidate, however, should be familiar with each of them to assist the Executive Director in crafting strategies to integrate each into a comprehensive community development program.

COMPENSATION

LISC offers a competitive salary and excellent fringe benefits.

TO APPLY

Please send a cover letter and resume via email with "Program Officer" in the subject line to:

**Tunua Thrash-Ntuk, Executive Director
LISC Los Angeles
500 S. Grand Avenue, Suite 2300
Los Angeles, CA 90071
SSalmon@lisc.org**

NO PHONE CALLS PLEASE

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION**