Local Initiatives Support Corporation

Job Description

Position Title: Program Officer
Position Location: Oakland, CA
Job Classification: Full Time / Exempt
Reports to: Executive Director

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
- Invest in housing, businesses and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Develop leadership and the capacity of partners to advance our work together.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- 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 coast to coast with 36 offices. Visit us at www.lisc.org.

The Position

LISC Bay Area seeks an individual with a passion for equitable development to join its staff as Program Officer. The Program Officer is responsible for managing a portfolio of affordable housing capacity building programs in the Bay Area in coordination with a variety of community-based, public sector, private sector, funder, and internal stakeholders. The successful candidate will have excellent project management, collaboration, communication and grants/contract management skills. The position requires a strong commitment to the role of community-based non-profit organizations as drivers of development as well an understanding of the broader affordable housing ecosystem in the Bay Area.

Responsibilities
- Responsible for successful execution and strategic alignment of Bay Area LISC’s affordable housing capacity building programs which include a faith-based housing development capacity building program, HUD Section 4 capacity building grant program, and Bay Area LISC’s role in the statewide Housing Development Training Institute.
- Organize, convene and facilitate meetings, trainings, workshops, information sessions, orientations. To accommodate our stakeholders, periodic evening and weekend work will be required. Interested candidates must be comfortable traveling and working within a wide range of neighborhood and professional settings.
- Provide technical assistance to Bay Area LISC’s partners, including nonprofit community development corporations, on grants and contract management compliance and affordable housing development.
• Represent Bay Area LISC in coalitions, working groups and other forums related to affordable housing and capacity building
• Build and maintain mutually trusting relationships with and among partners including community organizations, businesses, government officials, consultants, contractors
• Prepare and oversee grants and contracts and manage program budgets; administer government and private grants/consultant agreements; monitoring grant and consultant performance to ensure alignment with agreed scope of work; and provide oversight on disbursements and financial drawdowns including trouble-shooting and providing recommendations if issues arise.
• Track progress on programmatic milestones. Conduct research, and gather and analyze data that supports programmatic outcomes. Prepare, monitor, and track performance and outcomes of grant recipients and borrowers.
• Prepare clearly written and visually appealing reports, such as private funder narrative/financial reports, compliance reports, and other required reports as assigned.
• Support fundraising efforts to ensure program growth, including funder identification, grant writing, reports, and compliance.
• Work with Bay Area LISC staff to develop, launch and manage new programmatic initiatives, including drafting concept papers.
• Perform additional duties as assigned.

Qualifications
A successful candidate will have the following expertise and experience:
• Bachelor’s degree from an accredited college or university. Master’s Degree a plus.
• Minimum 3-5 years’ experience in community development, real estate, lending, finance or non-profit field required.
• Demonstrated success in managing multiple projects and maintaining strong collaborative relationships with clients and co-workers.
• Experience building relationships, networking and collaborating effectively with diverse populations and community-based organizations.
• Knowledge of affordable housing context in the Bay Area, especially of lower income neighborhoods, organizations, and community development efforts also strongly preferred.
• Demonstrated commitment to LISC’s mission and understanding of community development policies and programs, especially affordable housing.
• Knowledge of and experience with basic accounting principles.
• Strong oral and written communication skills, including experience speaking publicly in diverse forums and proficiency with Microsoft Office suite.
• Excellent research, writing, editing and analytical skills.
• Fluency using and understanding data to inform decision making.
• Strong organizational skills; efficient and detail-oriented.
• Capacity to simultaneously work on multiple tasks and set priorities for a challenging workload.
• Ability to work in a fast-paced business environment.
• Project Management Planning training and/or certification, is a plus.
• Experience working with faith-based organizations is a plus

To Apply
Submit cover letter and resume to Cindy Wu, at balisc@lisc.org please include “Program Officer” in the subject line of your email.

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