Local Initiatives Support Corporation

Position Description

POSITION TITLE: Program Officer, Economic Development
REPORTS TO: Executive Director
JOB CLASSIFICATION: Exempt / Full Time, Grade 13
LOCATION: Detroit, MI

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 37 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.

BACKGROUND
LISC Detroit is a local organization within National LISC, the nation's largest Community Development Financial Institution (CDFI). LISC Detroit has more than 30 years of experience working as a catalyst for community reinvestment in Detroit. It helps resident-led, community-based development organizations transform distressed neighborhoods into healthy places to live, work, worship, do business and raise families. Since 1990, Detroit LISC has invested $245 million in Detroit’s neighborhoods, and leveraged an additional $900 million for neighborhood improvements.

THE POSITION:
Detroit seeks an individual with a passion for equitable economic development to join its staff as Program Officer. The Program Officer is responsible for leading and managing a portfolio of economic inclusion programs in Detroit in coordination with a variety of community-based, public sector, private sector, funders and internal partners. The portfolio includes but is not limited to: leading the implementation of two business
district strategies focused on industrial re-use, coordination of small business support, including promotion of the LISC-sponsored Opportunity Zone portal to developers and investors broadly across Detroit and the region. The successful candidate will have excellent project management, collaboration, communication and grants/contract management skills. The position requires a strong commitment to participate in the regional economy, as well as an understanding of the broader economic development and small business ecosystem in Detroit.

**KEY RESPONSIBILITIES**

- Responsible for successful execution and strategic alignment of LISC Detroit’s portfolio of economic inclusion and small business programs
- Responsible for the successful implementation of two business district strategies, working with partners on the ground, to ensure implementation targets are met
- Leverage the LISC-sponsored Opportunity Zone portal to develop relationships with investors and developers to bring additional investment into Detroit neighborhoods
- Actively participate in the Detroit CDFI Coalition to connect LISC capital and work creatively to leverage resources to support and promote community development, stimulate growth, promote local employment, and revitalize strong and healthy neighborhoods
- Organize, convene and facilitate meetings, trainings, workshops, information sessions, and orientations, both virtually and in person, as needed. To accommodate our stakeholders, periodic evening and weekend work will be required
- Prepare and oversee grants and contracts for programs, which includes administering government and private grants/consultant agreements, managing contracted partners, and monitoring grant and consultant performance to ensure alignment with agreed scope of work
- Track progress on programmatic milestones. Conduct research, gather and analyze data that supports programmatic outcomes and program reporting
- 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 as needed
- Support Executive Team to develop, launch and manage new programmatic initiatives, including drafting concept papers as needed
- Build and maintain mutually trusting relationships with and among partners including community organizations, businesses, government officials, anchor institutions, consultants, and contractors
- Serve as member of external partner working committees across economic development areas including commercial district and small business preservation/development
- Coordinate with LISC National Program teams to advance inclusive economic development

**ADDITIONAL DUTIES**

- Good understanding of a corporate culture with both national and local demands to get work accomplished with internal teams.
- Participate in National LISC meetings and activities as required.
- Supports the Executive Director as needed.
- Perform all other duties as assigned.
QUALIFICATIONS:

- Bachelor’s Degree from an accredited college or university
- Minimum 3-5 years’ experience in community economic development, small business preservation/development, or related disciplines required
- Working knowledge of the economic, political, and social environments in Detroit, especially of lower income neighborhoods, organizations, and community development efforts strongly preferred
- Working knowledge of community development policies and programs, especially economic development
- Demonstrated success in managing multiple projects and maintaining strong collaborative relationships with clients and co-workers required
- Experience building relationships, networking and collaborating effectively with community-based organizations
- Strong oral and written communication skills, including experience speaking publicly in diverse forums.
- Proficient with Microsoft Office Suite
- Excellent research, writing, editing and analytical skills
- Fluency using and understanding data to inform decision making
- Commitment to accuracy, attention to detail, timely reporting and deadlines
- Work simultaneously on multiple tasks and set priorities for a challenging workload

COMPENSATION
LISC offers a competitive salary and excellent fringe benefits.

TO APPLY
Please send a cover letter and resume via email with "Program Officer-Economic Development - Detroit” in the subject line to tziegler@lisc.org

NO PHONE CALLS PLEASE

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