Local Initiatives Support Corporation

Position Description

POSITION TITLE: Program Officer – Rural Economic Development
REPORTS TO: Program Director
JOB CLASSIFICATION: Full Time / Exempt
LOCATION: Continental United States
PREFERRED LOCATIONS: Raleigh or Charlotte, NC
Little Rock, AR
Memphis, TN
Toledo, OH

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 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org
Summary
The national rural program of the Local Initiatives Support Corporation (Rural LISC) seeks a candidate for a Program Officer position focused on supporting the fast-paced growth of economic development programs and providing field-based technical assistance and training to community-based organizations. The Program Officer will work under the guidance of the Economic Development Program Director to execute the team’s broad programmatic agenda with a focus on workforce development, digital inclusion, and entrepreneurship ecosystem initiatives. Crosscutting these strategies is a need for team-wide data management. This position will help establish and maintain data management practices.

The ideal candidate has a knowledge of community development, workforce development, financial stability, small business needs, data management, training, and skills in building key relationships. Candidates should also have experience working in rural communities and with diverse populations. A belief in the future and promise of rural communities is paramount. This full-time position has some flexibility in terms of location. Comfort with remote working and frequent travel required.

Rural LISC was established in 1995 and currently serves 88 partner organizations in 45 states and Puerto Rico, comprising a service area of more than 2,100 counties. Our mission statement captures our vision and approach:

Rural LISC believes in rural America. We are committed to providing support for our communities, making them good places to live, work, do business and raise children. We believe that nonprofit community organizations play an essential role in achieving this mission. Rural LISC is dedicated to building the capacity of these groups and increasing their production, by generating resources and investing in their work.

Rural LISC is committed to building the capacity of our community-based partners, particularly in the areas of financial management, leadership, and board and staff development, as well as physical development. We support these strategies through program staff positions that are located in specific geographic territories across the nation. Each program staff position manages relationships and provides technical assistance to a portfolio of established and emerging community-based partners.

RESPONSIBILITIES
Program Support
- Serve as an external point of contact for economic development leads and inquiries.
- Provide project management support to initiatives including the expansion of a national network of rural workforce development practitioners and a rapidly growing national digital inclusion program.
- Assist with the facilitation and convening of meetings, trainings, peer gatherings, and regular e-resources to help build partners’ capacity and provide access to resources.
- Prepare, monitor, track and manage economic investments, performance and outcomes including LISC’s Financial Opportunity Center (FOC) outcomes data management system on Salesforce.
- Become team expert in Salesforce, Power BI, and other data collection and management platforms. In this capacity, provide direct training to partners and serve as an internal consultant.
- Help craft materials and language for website, collateral, social media, slide decks, and funding proposals.
- Collaborate on the creation of the economic development agenda in harmony with LISC’s national priorities of living-wage job creation, training, and placement, business development, etc.
- Assume responsibility for special projects and other assignments, as needed.

**Organizational Capacity Building/Technical Assistance:**
- Continual assessment of community-based partners within designated portfolio of groups with specific economic development focus, as well as those working in the larger rural community development field, identifying capacity needs and strengths in order to provide technical assistance and training tailored to each partner, or group of partners.
- Manage communication and relationships with each portfolio partner.
- Craft coordinated responses to partners’ capacity needs, including group education opportunities, one-on-one engagements and materials to be created/delivered by internal staff and/or external partners or consultants.
- Assist in planning and determining program content for Rural LISC Annual Seminar.
- Coordinate financial review, underwriting, budget, etc., with other appropriate Rural LISC staff.

Performs additional duties, as required.

**QUALIFICATIONS**
- Bachelor’s degree from an accredited college or university required.
- Minimum three (3) years relevant work related experience in economic/workforce development, financial coaching, wealth building, entrepreneurship support, lending, business investment or related disciplines.
- General understanding of the community development field, and knowledge related to community development financing preferred.
- Working knowledge of the economic, political, and social environments in rural communities, especially lower-income neighborhoods, organizations, and community development efforts strongly preferred.
- Experience reviewing datasets for quality and analyzing data for trends required.
- Solution-oriented individual who is self-directed, and able to successfully balance multiple priorities and programs.
- Flexibility in dealing with a diverse range of individuals and organizations, including but not limited to residents, community development organizations, small business owners, public agencies, funders, and lenders.
- Support the facilitation and convening of meetings, trainings, peer gatherings, and regular e-resources to help build partners’ capacity and provide access to resources both in person and via web-based gatherings.
• Commitment to accuracy, attention to detail, timely reporting and deadlines.
• Excellent verbal and written communication, writing, research, analysis and relationship/team building skills.
• Proficiency in Microsoft Office suite required. Advanced Microsoft Excel skills preferred.
• Experience with Salesforce, Power B&I, and other database systems preferred.
• Appropriately 15%-25% travel will be required

COMPENSATION
LISC offers a competitive salary and excellent fringe benefits.

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

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION