Position Announcement

**Position Title:** Program Officer, Community Development and Wealth Building

**Reports To:** Executive Director

**Classification:** Full Time / Exempt, Grade 13

**Location:** Richmond, Virginia

---

**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 37 markets with offices extending from Buffalo to the Bay Area and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at [www.lisc.org](http://www.lisc.org).

---

**JOB DESCRIPTION**

LISC Virginia seeks a Program Officer to provide strategic and implementation support for its workforce development and family financial stability initiatives (which include our Financial Opportunity Center® (FOCs) network), support the advancement of our Community and Economic Development programming and our capacity building 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**

- Manage, coordinate and oversee neighborhood-based Financial Opportunity Center® (FOC network including developing and maintaining detailed knowledge of the various organizations and stakeholders involved in the FOC network, providing programmatic design and management, technical assistance related to the utilization of program tracking software (based on a Salesforce platform), and the identification of best practices related to FOCs.
- Oversee coordination of professional development and training for FOC network job coaches in Virginia; work with national LISC team on program implementation; manage the application process for host organizations; ensure that monthly reports by FOC partners are submitted in a timely fashion.
- Provide oversight and management with various federal and private funding sources – responsibilities will include but not limited to grants and contract management, such as performance management, financial audits and...
reviews, preparing, monitoring, and tracking contractual outcome obligations, and submission of grantee reports to multiple funding partners in a timely manner.

- Assist in the identification of 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.
- Assist in the preparation and management of program budgets, in consultation with the Executive Director and staff. Assume responsibility for special projects and other assignments, as needed.
- Assist the Executive Director in crafting strategies to integrate each into a comprehensive community development program
- Work with local stakeholders to deploy comprehensive community development strategies.
- Work with residents and key stakeholders to develop and implement neighborhood-driven plans for comprehensive revitalization.
- Provide strategic guidance, hands on support, and the facilitation of community organizations, neighborhood partners and residents to provide community building, programmatic and organizational development expertise, technical assistance, training and support.
- Identify and cultivate partnerships and resources to support neighborhood efforts; manage complex public and public-private partnerships. Maintain positive relationships with core customer base,
- Identify and respond to new community development opportunities, and actively participating in and facilitating meetings and conferences.
- Work directly with program staff and neighborhoods partners to understand evaluation models, data related areas of inquiry, and related topics to build local capacity to design, implement and document effective community development practice.
- Work with program and communication staff to analyze both qualitative and quantitative data to prepare balanced documentation of program outcomes.

QUALIFICATIONS

- Bachelor’s degree from an accredited college or university required. Master’s degree in urban studies, business administration, planning, social work, philanthropic studies, public administration or similar field preferred;
- Five (5) years’ experience in urban planning, workforce development, community development, and/or other relevant field work in diverse urban environments.
- Proven ability to successfully balance multiple priorities and programs.
- Commitment to a community-based, resident-driven model of community planning and decision-making. Skilled in teambuilding and results-based facilitation techniques. The ability to be a team player.
- Working knowledge of the economic, political, and social environments of the Richmond, Virginia 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 grant writing and reporting.
- 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.

COMPENSATION
LISC offers a competitive salary and excellent fringe benefits.

TO APPLY
Please send a cover letter and resume via email with “Program Officer – Wealth Building” in the subject line to: eflanagan2@lisc.org

NO PHONE CALLS PLEASE

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