LOCAL INITIATIVES SUPPORT CORPORATION

Job Description

POSITION TITLE: Program Officer - Economic Development - Los Angeles
REPORTS TO: Deputy 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 $22 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

THE POSITION
LISC LA seeks an individual with a passion for equitable economic development to join its staff as Program Officer. The Program Officer is responsible for managing a portfolio of economic inclusion programs in LA County in coordination with a variety of community-based, public sector, private sector, funder, and internal partners. The successful candidate will have excellent project management, collaboration, communication and grants/contract management skills. The position requires a strong commitment to participate in regional economy, as well as an understanding of the broader economic development and small business ecosystem in the Los Angeles region. The Program Officer will report to the Deputy Director
Key Responsibilities

- Responsible for successful execution and strategic alignment of a portfolio of LISC LA’s economic inclusion and small business programs including Ascend LA, LISC LA Kiva program and the South LA Economic Inclusion Program.
- Responsible for the successful launch of a new small business technical assistance program for black owned small businesses in the personal care industries- the Black Business Excellence Technical Assistance (BBET) Initiative.
- 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.
- Provide oversight on disbursements and financial drawdowns for grantee and consultant contracts, including trouble-shooting and providing recommendations if issues arise.
- Track progress on programmatic milestones. Conduct research, gather and analyze data that supports programmatic outcomes and program reporting.
- Develop and disseminate resources (how to guides, case studies, briefs, articles, and other materials) by drawing on content expertise of Economic Development team, field offices, partners, and national best practices.
- 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.
- Represent LISC LA in coalitions, working groups and other forums related to economic development and small business preservation/development.
- 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.
- Assume responsibility for special projects and other assignments, as needed.

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 the LA area, 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.

To Apply
Submit cover letter and resume to lalisc@lisc.org please include “Program Officer-Economic Development” in the subject line of your email by March 1, 2021.

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