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

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 40 cities and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org

LISC Atlanta
LISC Atlanta drives bold ideas and resources to reduce the racial wealth gap in Metro Atlanta. Launched in 2019, the Atlanta office of LISC is comprised of a small, committed staff and a local advisory committee dedicated to carrying out this mission. More information is available at https://www.lisc.org/atlanta

RESPONSIBILITIES:
- Responsible for reviewing, evaluating, and developing recommendations for small business financing requests.
- Works with local partners to support and lead local eco-system building for small businesses and entrepreneurs of color.
- Establishes and coordinates technical assistance resources for small business borrowers.
• Develops, manages and implements financing programs that provide flexible, accessible capital for small businesses.
• Helps design online technology to connect small businesses to regional capital and service providers.
• Formulates strategies and manages financing to create inclusive and equitable community recreational facilities.
• Identifies grant and other funding sources to support programmatic work.
• Manages all aspects of grant administration to include contracts, disbursements, compliance and impact reporting.
• Provides guidance and support to partners on grant compliance, including federal financial reporting compliance.
• Facilitates and convenes meetings, trainings, community engagement and peer gatherings to build capacity and provide access to resources.
• Serves as member of external working groups for small business development and community recreation facilities.
• Develops and manages relationships with community-based organizations, business development organizations, mission-driven developers, impact investors, financial institutions and local/state agencies in order to foster inclusive economic development.
• Assumes responsibility for special projects and other assignments, as needed.

QUALIFICATIONS:
• Bachelor’s degree from an accredited college or university preferred.
• Minimum five (5) years relevant work related experience in economic development, community development, entrepreneurship support, lending, grant administration, business investment or related disciplines.
• Excellent verbal and written communication, writing, research, analysis and relationship/team building skills.
• General understanding of the economic and community development field, and knowledge of community development financing preferred.
• Solution-oriented individual who is self-directed, and able to 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, public agencies, small business owners, funders and lenders. Commitment to accuracy, attention to detail, timely reporting and deadlines.
• Proficiency in Microsoft Office suite, particularly Microsoft Excel required.

COMPENSATION
LISC offers a competitive salary and excellent fringe benefits.

TO APPLY
Please send Cover Letter and Resume via email with “LISC Atlanta/Economic Development Program Officer” in the subject line to: Dale Royal at droyal@lisc.org

NO PHONE CALLS PLEASE

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