The Connecticut LISC program has experience developing the infrastructure of this broad variety of local, community-based organizations by providing technical and financial assistance - building capacity, sharing best practices, and providing project investments to support local solutions to community needs. Since coming to Connecticut in 1984, LISC has invested over $94 million in Connecticut communities. This investment has created: 4,647 affordable homes, 365,000 square feet of commercial space, and 30 child care & community facilities. LISC’s affiliate the National Equity Fund has invested over $175 million of tax credit equity in Connecticut projects and Connecticut LISC has invested over $4 million in developments through its Transit Oriented Development fund. Overall, LISC investment has leveraged $828 million of community development activity in Connecticut.
Position Description

Connecticut LISC seeks an individual with a passion for strengthening communities to join its highly productive and capable staff as Program Officer – Community Economic Development. This position will oversee and manage the continued growth and program elements of all community economic development activities at Connecticut LISC, specifically the management of Connecticut LISC’s Financial Opportunity Center (FOC) Network and potential Bridges to Career Opportunities (BCO) Network, as well as emerging community economic development programs relating to health, child care, and small business. We invite people to apply who have experience working with diverse populations and who possess general expertise in community development, and/or specific expertise in workforce development and program management.

Responsibilities
Under the supervision of the Executive Director, the Program Officer – Community Economic Development will:

- Manage and identify growth opportunities for LISC CT’s FOCs, including maintaining a detailed knowledge of the various organizations and stakeholders involved in the FOC programs, conducting monthly FOC site check-ins, developing and administering FOC site trainings, and connecting FOCs to relevant resources provided by National LISC.
- Prepare two to three current FOC partners for transition to Bridges to Career Opportunity (BCO) centers as soon as early 2023, including: conducting background research into statewide, regional, and local workforce development trends, supporting FOCs in the development of employer partnerships, collaborating with external stakeholders to secure funding for BCO planning and operations, and developing and administering BCO site trainings.
- Manage the RFP and renewal process for third year FOC and first year BCO site partners.
- Embed racial equity and diversity, equity, inclusion, and justice (DEIJ) into FOC programming, including developing and administering DEIJ content for Peer Learning Sessions, resource sharing with FOCs, and adopting and sharing FOC data management practices to support DEIJ efforts.
- Expand LISC CT’s FOC data management and evaluation capacity via its Salesforce user license in order to better track program activities and outcomes, including the engagement of and impact on individuals from historically excluded populations, to inform future programming.
- Support the Fundraising and Communications Program Officer and FOC Assistant Program Officer in fundraising and communications efforts to support the FOC Network, specifically leading statewide funding opportunities, new funding opportunities, and/or funding opportunities that require coordination across multiple partners and stakeholders.
- Coordinate with LISC’s Family Income and Wealth Building team on the development and oversight of the FOC and BCO programs.
- Oversee and manage the an Assistant Program Officer, including supporting the APO to ensure that the new staff member develops an adept understanding of the FOC Model and LISC’s internal processes, assisting in the identification and development of professional development goals, and supporting the APO in the achievement of these goals via connection to internal and external learning opportunities.
• Coordinate the Connecticut Vibrant Communities Coalition, a network of municipal staff and others working to reduce blight and restore vacant, abandoned, and deteriorated properties to productive use.

Perform all other special projects and duties as assigned, including emerging community economic development initiatives in health, child care, and small business.

**Qualifications**

• Bachelor’s Degree from an accredited college or university strongly preferred; Master’s degree in urban planning, community development, economic development, public policy or related field preferred.

• Minimum 3 years relevant experience with implementing workforce development initiatives or financial coaching.

• Experience in working with a variety of community, public, and private sector actors to design and implement programs related to neighborhood revitalization and/or family economic stability.

• Commitment to diversity, equity, inclusion and justice and commitment to embed these values into FOC programming efforts.

• Demonstrated ability to think strategically to implement LISC’s program goals.

• Ability to work simultaneously on multiple tasks and projects, set priorities and coordinate with multiple internal and external parties to meet project guidelines.

• Ability to work independently and collaboratively with others and consistently demonstrate professionalism in diverse settings, with a positive and solution-oriented outlook.

• Excellent computer skills including competency in full Microsoft Office suite.

LISC offers a competitive salary and excellent benefits.

To apply, please submit a resume and cover letter to aberry@lisc.org

*No telephone calls please.*

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER**

**COMMitted TO DIVERSITY, EQUITY, INCLUSION & JUSTICE**