POSITION TITLE: Assistant Program Officer – Creative Placemaking
REPORTS TO: Senior Officer of Creative Placemaking
JOB CLASSIFICATION: Full Time / Non-Exempt
LOCATION: New York, NY or Providence, RI

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

LISC Creative Placemaking
As one of LISC’s National Programs, Creative Placemaking supports residents coming together to make social, physical and economic changes in their neighborhoods through arts and culture. Our work is guided by the following values (1) Enlist and Support Artists as Leaders (2) Pursue Racial Equity (3) Affirm the Distinctiveness of Place (4) Develop without Displacement (5) Support Approaches that are Community-driven, Comprehensive, and Collaborative (6) Build Enduring Capacity.

Position Description
LISC Creative Placemaking seeks a self-motivated individual to work with a dynamic set of institutional partners and consultants to support the national economic development program’s creative placemaking activities. Duties include coordinating technical assistance activities for the field, with a particular emphasis on supporting the implementation of
technical assistance and the creation of resources for the Local Leaders’ Institute on Creative Placemaking, a leadership initiative of the National Endowment for the Arts and LISC. The Assistant Program Officer will work closely with the Senior Officer for Creative Placemaking, to help build the capacity of a wide-range of diverse community-based initiatives working to leverage arts and culture in service of community development outcomes.

The successful candidate must be proactive, well organized, possess outstanding grant and project management skills, able to work with diverse partners and communities, have excellent oral and written communication skills, and be able to work in a team and relate well with others.

Responsibilities

Local Leaders’ Institute on Creative Placemaking Program Support:

- Grants/Contracts management
  - Follows NEA protocol for applicant and consultant selection (RFPs, panel process, notification structures, etc.)
  - Communicates with NEA as needed ensuring efficient grants management and adherence to pre-established deadlines
  - Communicates logistics and deadlines with selected grantees
- Manage consultants
  - Contracts consultants using RFP process
  - Monitors progress and tracks deliverable deadlines
  - Ensures consultants are prepared for various calls, panels, training institutes, and technical assistance delivery as needed
- Organizes informational webinars
  - Schedules and creates WebEx webinars
  - Creates power point presentations using templates
- Communications:
  - Monitors the production of a series of blogposts, curates resources, and performs other updates to the LISC Creative Placemaking website in conjunction with the LISC Communications team
- Prepares briefing materials
  - Creates relevant maps, collects participant biographies, program descriptions and agendas to populate briefing material template

Creative Placemaking Programmatic Support:

- Support a diverse array of existing and emerging community-based efforts on cultural/ commercial corridors through technical assistance and grant making. Grant-making responsibilities will include developing grant guidelines and criteria; soliciting, reviewing and helping to select proposals for funding; executing grants; and monitoring both financial and program performance.
- Promote knowledge creation and sharing to support community-based efforts including soliciting priority issues for learning from key stakeholders; conducting research on best and promising practices; coordinating trainings, webinars and other learning opportunities; and facilitating peer learning sessions (including all logistics (e.g. location, hospitality, invitations, etc.), taking notes and disseminating learnings).
- Perform other special projects and related duties as assigned.
Qualifications
- Bachelor’s degree from an accredited college or university with a major in fine arts, design, public policy, urban planning, public administration, business or a related field.
- Minimum 2-5 years grant management experience.
- Minimum 2-5 years creative placemaking experience; understanding and ability to clearly articulate the power of art and culture in community and economic development.
- Minimum 2-5 years’ experience with arts-based community development efforts or real estate project funding is a plus.
- Demonstrated ability to build consensus amongst a wide-range of stakeholders, develop and maintain effective cross sector-working relationships, and to advance collaborative initiatives.
- Strong listening, interpersonal, networking, facilitation and communication skills.
- Ability to analyze conceptual and quantitative information, quick learner, and creative problem solver, who is open to the insight of others.
- Proficient MS Word including Excel, PowerPoint, database and internet/social media.
- Passion for the mission of LISC and commitment to the community development sector and the critical role of nonprofit organizations in driving equitable outcomes.
- Highly organized with the ability to work in a fast-paced environment.

LISC offers a competitive salary and an excellent benefits package.

To Apply:
Please send cover letter and resume to lmccormack@lisc.org
Please include “Candidate for Assistant Program Officer” in the subject line of your email.
No phone calls please. We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted.

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