LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

POSITION TITLE: Program Officer – Economic Development
REPORTS TO: Executive Director
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: Indianapolis, IN

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 $24 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 38 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

LISC Indianapolis
LISC is a national non-profit organization that provides financial and technical assistance to community development organizations working to improve housing and economic conditions in inner-city neighborhoods and lower income communities. LISC Indianapolis works to revitalize urban neighborhoods and improve the quality of life of residents to increase life expectancy by addressing the social determinants of health. Visit us at liscindianapolis.org.

**Key Responsibilities**

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

- Lead the implementation of LISC Indianapolis’s small business and entrepreneurship programs including the implementation of the Verizon Small Business Digital Ready program, Façade and Property Improvement grant program, and other small business technical assistance and grant programs.
- Support LISC small business lending including interfacing with national underwriters, managing the Kiva Microloan program, and building a pipeline of borrowers. Develop and maintain referral partnerships with the CDFI Collaborative members.
- Support the senior program officer and program officer with small business ecosystem initiatives, the business development organization (BDO) network, organization capacity building, and other efforts.
- Support the portfolio of LISC Indianapolis’s economic development funds, sub-grant administration, and grant committee coordination.
- Contribute to funds development for the Economic Development or Opportunity portfolio of work for the Indianapolis LISC office including helping to maintain funder relationships, cultivating new opportunities, grant writing, and grant reporting among other tasks that support key funder partnerships with the City of Indianapolis, JPMorgan Chase, and CICF.
- The Program Officer supports efforts to build relationships with key stakeholders, investors, and developers and be most familiar with neighborhoods to identify opportunities for businesses to create jobs and scale their operations.
- Collaborate with other LISC program officers to align economic development components across program areas including the Equitable Food Access Initiative, Great Places and Quality of Life.
- The Program Officer coordinates program impact evaluation, story-telling, and program outreach with Director of Marketing.

**Qualifications**

- Bachelor’s Degree from an accredited college or university in a related field required or a combination of education and experience will be considered. Master’s Degree preferred
- Minimum of (4) years of economic development experience.
- Knowledge of data analysis, creative writing, project management, entrepreneurship and small business development, strategic partnership development and implementation of economic development strategies.
- Experience in navigating the small business ecosystem, lending, real estate, talent development, funds-development and/or community engagement is a plus! Must be
passionate about advancing economic mobility, ecosystem building and driving reinvestment in targeted, urban commercial and industrial districts.

- Demonstrated experience in working with individuals and communities of diverse racial, ethnic, economic, social, and educational backgrounds is of the utmost importance and demonstrate a commitment to racial equity.
- Abreast of current local and national trends as well as local programs and their impact or alignment with our work and be highly adaptable in a fast-paced and growing environment.
- Well-organized and detail-oriented and have excellent written and oral communication skills with advanced capabilities in Microsoft Word, Excel, and Outlook. Experience with Netsuite and Salesforce is a plus.
- Proactive problem-solving approach, model sound business acumen and confidentiality, and display good judgment with the ability to work as part of a team and independently,

Must be available to work evenings and weekends when needed. Some travel may be required, estimated at 5-10% annually for conferences.

COMPENSATION
LISC offers a competitive salary and excellent fringe benefits.

TO APPLY
Please send a cover letter and resume via email “Program Officer-Economic Development” in the subject line to nrodriguezhilt@lisc.org

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