Local Initiatives Support Corporation  
National

POSITION TITLE: Program Officer – Economic Development
REPORTS TO: Senior Opportunity Investment Officer- Economic Development
JOB CLASSIFICATION: Full Time / Exempt
LOCATION: National, preferably based in New York or Indianapolis

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 Economic Development
The National Economic Development team at LISC is dedicated to carrying out a four-pronged approach to inclusive economic development:

- People: Build and support pathways to quality jobs and financial security for marginalized communities.
- Places: Transform underinvested commercial and industrial districts into generators of inclusive economic opportunity.
- Businesses: Foster local environments where diverse businesses thrive through increased capacity and access to capital.
- Systems innovation: drive systems innovation across all three strategies by challenging institutional barriers to equity and inclusion.
Our team is seeking a full time Program Officer to support the advancement of inclusive economic development by managing and improving small business grantmaking efforts at the national level and resourcing local LISC efforts to do the same. The Program Officer will work under the guidance of the Senior Opportunity Investment Officer to deploy grant funds directly to entrepreneurs of color and those from disadvantaged communities at a high volume on a national scale. The ideal candidate has prior experience in one or more of the following areas: grantmaking, process design and improvement, small businesses support, data analysis, microfinance, website management, inclusive economic development.

**KEY RESPONSIBILITIES:**

- Create and operate efficient and responsive small business grantmaking systems to remotely promote, accept and review applications, select awardees, and ensure funds are distributed to them in a timely basis.
- Prepare, monitor, and manage grant program budgets and donor reporting, including collecting outcome metrics and information for reports and coordinating with colleagues in development, communications, knowledge management and local offices.
- Support local offices in creating and operating local small business grant funds by providing resources, direct technical support, shared learning opportunities, hosting webinars, and managing Economic Development grantmaking cohort.
- As needed, assist the Economic Development team in the coordination of meetings, trainings, publications, and peer gatherings to share learning and build the capacity of local community, public sector and private sector partners.
- Establish and coordinate technical assistance resources for local offices and partners.
- Support relationships with local/national economic development partners including community-based organizations, mission-driven developers, impact investors, financial institutions and local/state agencies in order to foster inclusive economic development grantmaking.
- Assume responsibility for special projects and other assignments, as needed.

**QUALIFICATIONS:**

- Bachelor’s degree from an accredited college or university in business, finance, urban planning, public policy, business or related field is required. Master’s degree is preferred.
- Minimum 3-5 years relevant work related experience overseeing grant programs, with experience working in community/economic development preferred
- Demonstrated ability to create, deploy, and manage continual deployment of high volume and technology-driven programs.
- A strong understanding of how to utilize information systems such as Excel, Salesforce, Form Assembly, and other technological resources to maximize efficiency and responsiveness of programming.
- Working knowledge of the economic, political, and social environments of national economic development field.
- General knowledge of the community development field.
- Solution-oriented individual who is self-directed, and able to successfully balance multiple priorities and programs.
- Flexibility in working with a diverse range of individuals and organizations, including but not limited to community development organizations, public agencies, private developers, funders and lenders.
• Ability to work with a geographically dispersed team, often via phone or webinar.
• Ability to travel (on occasion) to LISC field offices or conferences within the USA.
• Commitment to accuracy, attention to detail, timely reporting and deadlines.
• Excellent verbal and written communication, writing, research, analysis and relationship/team building skills.
• Proficiency in Microsoft Office Suite and Salesforce applications required.

COMPENSATION
LISC offers a competitive salary and excellent fringe benefits.

TO APPLY
Please send a cover letter and resume via email with "Program Officer-Economic Development (SB)" in the subject line to econdevinfo1@lisc.org.

NO PHONE CALLS PLEASE

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITED TO DIVERSITY AND INCLUSION