Local Initiatives Support Corporation
Position Description

POSITION TITLE: Program Officer, Economic Development
REPORTS TO: LISC Louisville Executive Director
JOB CLASSIFICATION: Exempt / Full Time, Grade 13
LOCATION: Louisville, KY

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
- Invest in housing, businesses, and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
- Develop leadership and the capacity of partners to advance our work together.
- Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
- Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
- 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 Louisville, one of LISC’s newest offices, opened in August of 2021. LISC Louisville will work in partnership with community groups, local government, philanthropy and the business sector in pursuing the creation of affordable housing, equitable economic growth, more racially just systems and policies, and increased community development capacity. Inaugural programs of LISC Louisville will focus on increasing opportunities for entrepreneurs of color and building the capacity of local nonprofits.

THE POSITION
LISC Louisville seeks a Program Officer (PO) who will support LISC Louisville’s community development work in affordable housing, economic development, safety, health and nonprofit capacity building. The ideal candidate must demonstrate cultural competency working with diverse communities; a strong commitment to diversity, equity, inclusion and justice; and a proven record of shaping programs designed to positively impact community development. This is a full-time position based in Louisville, KY, requiring some regional and occasional national travel estimated at 15% annually, although travel is currently suspended due to COVID.

General Responsibilities:
- Work with Executive Director and other staff to support and coordinate community development programs and capacity building strategies, particularly in West Louisville.
- Manage LISC’s inaugural program supporting local Business Development Organizations and nonprofits.
Manage key relationships with public and private partners. Work closely with City, County and State partners in the development of projects.

Work with LISC Louisville staff to develop, launch and manage new programmatic initiatives, including drafting concept papers.

Track progress on programmatic milestones. Conduct research and gather and analyze data that supports programmatic outcomes. Prepare, monitor, and track performance and outcomes of grant recipients and borrowers.

Perform all other duties as assigned.

Resource Development:

- Manage fundraising efforts to ensure program growth, including funder identification, grant writing, reports, and compliance.
- Prepare and oversee grants and contracts and manage program budgets, in consultation with other LISC Louisville staff.

Communications:

- Help develop LISC Louisville’s communications strategy, including social media outreach.
- Represent LISC Louisville in coalitions, working groups and other forums related to affordable housing and capacity building.
- Develop webinars, curricula, training materials and teaching tools regarding best practice strategies and techniques for community development.
- Facilitate and convene meetings, trainings, workshops, information sessions, orientations to build partners’ capacity and access to resources.

Qualifications:

- Bachelor’s degree from an accredited college or university required; Master’s degree preferred.
- A minimum of 3 years of experience in community development, affordable housing development, housing policy or economic development are required.
- Local market knowledge of community development and the economic, political and social environments in Louisville and the region.
- Ability to work collaboratively with a variety of stakeholders to design and implement effective, scalable, sustainable strategies.
- Capacity for self-direction, creative problem-solving, and successfully working simultaneously on multiple tasks and projects to meet deadlines and achieve objectives.
- Strong verbal and written communication skills. High level of proficiency in Microsoft Office suite, including Outlook.
- Ability to thrive in a small team, ever-changing, and entrepreneurial work setting.
- Passion for the mission of LISC and commitment to the community development sector including its critical role in advancing racial equity and inclusion.

Salary
LISC offers a competitive salary and excellent benefits.

To Apply
Please send cover letter and resume via email with “LISC Louisville PO” in the subject line to lisclouisville@lisc.org

No phone calls please. Thank you for their interest; however only those candidates selected for interviews will be contacted.

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