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

- 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 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 37 markets with offices extending from Buffalo to the Bay Area and in 2,400 rural counties across 49 state and Puerto Rico. Visit us at [www.lisc.org](http://www.lisc.org).

Local Initiatives Support Corporation (“LISC”) seeks qualified candidates for the position of Program Officer in Kalamazoo, Michigan.

The Program Officer will be responsible for all aspects of LISC’s programmatic portfolio including, but not limited to, affordable housing, economic development, and community development work formed by Kalamazoo LISC and the City of Kalamazoo.
Key Responsibilities:

- Overseeing and managing programmatic funding in community development, economic development, and affordable housing.
- Implement and expand commercial corridor revitalization efforts in key neighborhood districts. Work with community organizations to connect businesses to technical assistance and financing, share best practices and facilitate business owners’ participation.
- Provide additional support to activities related to real estate lending as needed.
- Provide oversight and management with various federal and private funding sources – responsibilities will include but not limited to grants and contract management, such as financial audits and reviews, preparing, monitoring, and tracking contractual outcome obligations, and submission of grantee reports to multiple funding partners in a timely manner.
- Provide technical assistance to neighborhood partner organizations and other program participants to ensure effective implementation of programs, as well as work closely with LISC National programs and departments to provide additional technical assistance and resources to local partners as necessary.
- Providing project-specific analysis for projects, including, but not limited to, affordable housing, economic and community development that meet the various funding criteria
- Monitor project compliance with requirements related to funding purposes and financial performance
- Develop strategic collaborations with public and private sector agencies that leverage LISC’s capabilities
- Prepare semi-annual financial and narrative reports for the City of Kalamazoo on the progress being made to meet the goals of the Initiative and on the commitment and disbursement of funds.
- Compile documentation for program impact and assist in compiling reports to funders.
- Manage all TA consultant contracts relative to the LISC activities
- Provide or coordinate the provision of programmatic technical assistance to grantees and partners.
- Develop and oversee contracts with partners involved with the LISC
- Perform additional duties as required.

Key Qualifications and Competencies:

- A minimum of 3-5 years’ experience in real estate development, housing finance, law or other relevant fieldwork in diverse urban environments, inclusive of an academic career.
- Bachelor’s degree required but Master’s degree preferred from an accredited college or university in real estate, finance, law, public administration, business administration or relevant field.
- Demonstrated leadership ability to grow and advance LISC priorities with minimal supervision.
- Proven skills in financial analysis, including the ability to read project pro formas and organizational financial statements. Real estate development experience highly desired.
- Experience with impact investing instruments
- Excellent project management skills with the capacity to work simultaneously on multiple tasks and projects and deliver on deadline. Ability to work collaboratively with others.
- Demonstrated knowledge of the economic, legal, political, and social environments in Kalamazoo, especially lower-income neighborhoods, organizations, and community development efforts strongly preferred.
• Proven results dealing with a diverse range of individuals and organizations, including but not limited to residents, community development organizations, public agencies, private developers, funders, lenders and historically-marginalized communities
• Detailed and timely attention to reporting requirements and deadlines – especially in grant writing and reporting.
• Proven record of developing philanthropic relationships and donor development strategies – including grant writing and reporting
• General understanding of the community development field, and some knowledge related to community development financing preferred.
• Excellent writing and verbal communication skills are essential. Advanced knowledge of MS Office Suite,
• Knowledge of Kalamazoo neighborhoods and real estate market preferred

**Compensation:** LISC offers a competitive salary and excellent benefits.

**To Apply:** Please send cover letter and resume via email to:

zbauer@lisc.org

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, INCLUSION, & JUSTICE