POSITION TITLE: Program Officer – Communications and Operations
REPORTS TO: Deputy Director
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: Boston, MA (with a hybrid workplace schedule)

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 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.
JOB OVERVIEW:

Position Description
Our office seeks a qualified candidate for the Communications and Operations position, which will operate at the Program Officer (PO) level, and report to the Deputy Director. This role will support and coordinate with our local office staff on the strategic communication of our programming and resources to community development corporations (CDCs), non-profit organizations, community-based entrepreneurs, and the media throughout Greater Boston and across Massachusetts. Additionally, it will support fundraising, grant management, and donor communications operations.

Responsibilities
*The following are an indication of the position’s core responsibilities; these are intended to illustrate the scope of responsibilities, and are not exclusive of other duties that may be required.*

- Prepare monthly and annual proposals, reports, presentations, and other communications.
- Create and disseminate content and strategic messaging on multiple platforms.
- Support and maintain LISC Boston’s communications channels and strategies.
- Collaborate with other LISC offices to share, learn about, and collect locally-relevant content.
- Support communications with Massachusetts news and press agencies.
- Grow and maintain the local office image library.
- Support and actively participate in fundraising campaigns and donor communications.
- Support grant management and tracking via Salesforce and other tracking systems.

Perform all other duties as assigned.

Qualifications
- Communications degree from an accredited college or university required. A degree in a related field, or demonstrated comparable experience in communications, may serve as a proxy.
- Demonstrated ability and capacity to work simultaneously on multiple tasks and projects and set priorities for a challenging workload.
- Ability to work both autonomously and collaboratively with others.
- Excellent writing, research, and communication skills.
- Capacity to be positive and solutions-oriented.
- Proficiency with Microsoft Office suite (Word, PowerPoint and Excel), social media, and email marketing platforms.
- Familiarity with Salesforce, graphic design software (InDesign and Canva), website design, and fundraising software platforms.
- Demonstrated interest in LISC’s community development mission preferred.

Compensation
LISC offers a competitive salary and excellent fringe benefits.

To apply, please send cover letter and resume to Marilyn Sanchez at msanchez@lisc.org. Submissions received by October 7, 2022 are preferred.

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