Local Initiatives Support Corporation
Position Description

POSITION TITLE: Community Development Officer
REPORTS TO: Senior Community Development Officer for Programs
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: New York City

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. Visit us at www.lisc.org.

The local New York City program, LISC NYC, supports local partners whose services and programs aim to create a more equitable, inclusive and sustainable New York City. Since its founding in 1980, LISC NYC has invested over $3.1 billion, leveraging an additional $7.6 billion in low-income communities. This has resulted in nearly 42,000 affordable homes built and preserved as well as 2 million square feet of retail and community space created. We also invest in health, economic development, financial well-being and environmental sustainability so that the communities our partners serve are good places to live, work, do business and raise children. For more information visit http://www.lisc.org/nyc/.

Position Description
The New York City office of the Local Initiatives Support Corporation (LISC NYC) seeks a professional to fill the position of Community Development Officer to support a portfolio of programs in the areas of economic development, affordable housing, health equity, financial opportunity, and capacity building. This position reports to the LISC NYC Senior Community Development Officer for Programs. The ideal candidate has prior experience in one or more of the following areas: financial opportunity and workforce development, commercial and/or industrial district revitalization, supporting cross sector partnerships and engagement strategies, small businesses support, data analysis, capacity building of nonprofit community-based organizations, comprehensive community development, and disaster recovery.

Responsibilities:
- Support the development of LISC NYC programmatic initiatives embedded in racial equity and coordinated across targeted communities throughout New York City.
• Manage a portfolio of assigned community and economic development programs as part of the LISC NYC implementation strategy.
• Plan and manage LISC NYC’s portfolio of capacity building programs, including community partner assessments, grantmaking, collecting outcome metrics and assessing impact.
• Facilitate and convene meetings, trainings, and peer gatherings to share best practices with program participants, LISC NYC partners, the local community, and other public sector and private sector stakeholders.
• Establish and coordinate technical assistance resources for partners.
• Develop and manage relationships with community development partners including community-based organizations, mission-driven developers, and local/state agencies in order to foster inclusive community and economic development.
• Collaborate with colleagues in development and communications to prepare grant applications and reports on funding for LISC NYC programs, including collecting data on programmatic outcomes.
• Produce reports, thought pieces and presentations on LISC NYC’s work, the field of community development, and related policy issues.
• Support with responding to inquiries from the general public on community and economic development programs and other special projects/initiatives, as necessary.
• 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, or related field is required; Master’s degree is preferred
• Minimum 3-5 years relevant work experience overseeing place based community and / or economic development initiatives. Experience working in neighborhoods of opportunity preferred.
• Deep understanding of the field of community development; knowledge related to capacity building of nonprofit community-based organizations preferred
• Working knowledge of the economic, political, and social aspects of economic development
• Solution-oriented individual who is self-directed, and able to successfully balance multiple priorities and programs
• Experience working with community development organizations, public agencies, private developers, funders and lenders
• Commitment to accuracy and attention to detail
• Excellent verbal and written communication, research, analysis, time management and relationship/team building skills
• Proficient in Microsoft Office Suite

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

To apply:
Please send a cover letter and resume via email with “Community Development Officer” in the subject line to: liscnycrestumes@lisc.org

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