LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

POSITION TITLE: Assistant Program Officer – Equitable Economic Development
REPORTS TO: Director of Communication & Operations
JOB CLASSIFICATION: Non-Exempt / Full Time, Grade 11
LOCATION: Phoenix, AZ

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 $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 San Francisco. Visit us at www.lisc.org.

LISC Phoenix

LISC Phoenix was formed in 1992 and since its inception, has collaborated with place-based organizations and our corporate, foundation and public partners to create an innovative approach to working with neighborhoods that face systemic challenges. More information can be found at www.liscphoenix.org.

This role offers an exciting opportunity to work on innovative community development initiatives that are addressing housing affordability, equitable economic development, gentrification and displacement, income inequality and racial equity in metro-Phoenix. In particular, this position will support capacity building and program development for community-based organizations...
working in commercial corridor revitalization, micro-entrepreneurship assistance, and healthy communities activities. The ideal candidate will have strong administrative and project management skills, knowledge of community economic development, and experience advancing equitable communities. They will also have experience working with diverse populations and possess general expertise in community development, and/or specific expertise in economic development, affordable housing and program management.

**Key Responsibilities**

- Strengthen community-based organizations’ resource, organizational, programmatic, networking and political capacities by providing funding, strategic guidance, planning and project management, technical assistance, and training.
- Develop solid and respectful working relationships with community-based partner organizations and grantees. Maintain an in-depth knowledge of their organizational conditions, programs and projects.
- Work with Executive Director and program staff in developing strategic collaborations with and among community-based organizations, anchor institutions, and other corporate, civic and public sector organizations to leverage LISC’s capabilities.
- Manage grants/contracts between LISC and community-based organizations, through the lifecycle of the contract, including drafting, monitoring compliance, evaluating performance, processing payment requests, and maintaining contractual records.
- Provide logistical and programmatic support for virtual and in-person special events such as meetings, convenings, conferences, training workshops and tours.
- Represent LISC on coalitions and workgroups and at community meetings, as needed.
- Monitor and update internal reports and data lists across programs.
- Contribute to office-wide fundraising, communications, policy research, and community engagement activities.
- Assist with other special projects and other duties as assigned.

**Qualifications**

- Bachelor’s degree from an accredited college or university required, however experience may be considered as a proxy.
- Minimum 3 years’ experience in community/economic development or related field. Program or project management experience in or with community-based organizations is strongly preferred.
- Keen interest in and commitment to the community development mission of LISC.
- Working knowledge of the economic, political, and social environments of the Phoenix-metro area, especially lower-income neighborhoods, organizations, and community development efforts.
- Ability to communicate effectively and work collaboratively with co-workers and a diverse range of individuals and organizations, including but not limited to, residents, community development organizations, public agencies, private developers, funders and lenders.
- Ability to embrace and promote a culture of individual and shared trust and accountability – internally and externally.
- Experience and knowledge in government contracts management and compliance is preferred.
- Strong project management skills.
• Attention to detail and deadlines, especially in the areas of contracts management and reporting.
• Ability to work simultaneously on multiple tasks and projects, set priorities for a time-sensitive workload, and be solution-oriented professional.
• Proficiency with Microsoft Office Suite of programs, especially Outlook, Word, Excel and PowerPoint. Candidate must also have the capacity to learn and navigate new software required for all LISC employees and for specific program initiatives.

Compensation
LISC offers a competitive salary and excellent benefits.

To Apply:
Please submit cover letter and resume to fpollack@lisc.org. Indicate “Assistant Program Officer” in the subject line. No calls please.

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