Local Initiatives Support Corporation

Position Description

POSITION TITLE: Senior Program Officer, Supplier Diversity - Economic Development – (National)
REPORTS TO: Vice President, Economic Development Programs
JOB CLASSIFICATION: Full Time / Exempt
LOCATION: Flexible; remote (Continental US); Chicago preferred

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.

LISC Economic Development

The National Economic Development team at LISC is dedicated to carrying out a four-pronged approach to inclusive economic development:

- **People:** Build and support pathways to quality jobs and financial security for marginalized communities.
- **Places:** Transform underinvested commercial and industrial districts into generators of inclusive economic opportunity.
• **Businesses**: Foster local environments where diverse businesses thrive through increased capacity and access to capital
• **Systems Innovation**: drive systems innovation across all three strategies by challenging institutional barriers to equity and inclusion.

Our team is seeking a full time candidate who will manage the day to day development and implementation of partnerships with corporations that seek to diversify their procurement process through LISC-forged links with new diverse suppliers. This is a Senior Program Officer level role which will work under the guidance of the Vice President, Economic Development Programs to lead a cross departmental initiative to support the integration of innovative financial products, small business lending, and technical assistance tailored to minority and women owned small businesses. The candidate has experience supporting corporate partnerships, increased capital access for entrepreneurs of color, and supporting small businesses through technical assistance. This position will join a team with personnel from the LISC Economic Development, Small Business Lending and Strategic Investment teams to form a working group that develops a structure for LISC’s supplier diversity program

**KEY RESPONSIBILITIES:**

- Work with corporate program sponsors and LISC colleagues to finalize and implement an effective program structure based on industry best practices and the unique capacities of program partners
- Work with the corporate partner to create a supplier profile appropriate for specific procurement opportunities, including ensuring that requirements are optimized for the program goals, and to identify any potential suppliers the corporation would like LISC to engage with in this program
- Identify an expanded pool of potential supplier businesses utilizing LISC’s virtual small business network, its local LISC offices and Business Development Organization network, and other relationship networks that have the potential to surface prospective minority suppliers
- Assess potential supplier businesses as to their current and potential capacity to meet procurement requirements
- Link suppliers to corporate procurement contacts when they are deemed qualified to enter the procurement process
- Create a development profile for businesses that are not immediately qualified as a supplier
- Procure, onboard, and manage business coaches to meet program needs
- Deploy any business coaching necessary to enhance essential supplier capacity
- Link suppliers to recoverable-backed capacity building loans to remedy shortfalls to procurement requirements that require significant financial investment to resolve,
- Connect supplier businesses to the LISC implementation loan process when they are ready for a contract.
- Facilitate the relationship between the potential supplier and corporation as needed to achieve diverse procurement objectives
- Manage the program budget within LISC financial systems
• Manage corporate partnership, including regular meetings and regular reporting which includes analyzing qualitative and quantitative data and communicating impact, collecting program outcome data and writing reports
• Actively participate and contribute to team activities, conversations and events.
• 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, or related field is required. Master’s degree is preferred.
• Minimum 5 years relevant work related experience in program management related to small business development initiatives, experience working with entrepreneurs of color.
• At least 3 years of experience in a direct supplier diversity program role in a private or public sector context.
• Deep understanding of small business technical assistance, knowledge related to small business financing preferred.
• Proven track record working with a diverse range of individuals and organizations, including but not limited to corporations, business development organizations, and small businesses.
• Solution-oriented individual who is self-directed, and able to successfully balance multiple priorities and programs.
• Ability to work with a geographically dispersed team, often via phone or webinar.
• Ability to travel domestically 15% to LISC field offices or partner sites.
• Commitment to accuracy, attention to detail, timely reporting and deadlines.
• Excellent verbal and written communication, writing, research, analysis and relationship/team building skills.
• Proficiency in Microsoft Office suite required.

COMPENSATION
LISC offers a competitive salary and excellent fringe benefits.

TO APPLY
Please send a cover letter and resume via email with “Supplier Diversity Navigator/Senior Program Officer-Economic Development” in the subject line to skim@lisc.org

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