LOCAL INITIATIVES SUPPORT CORPORATION

POSITION DESCRIPTION

POSITION TITLE: Program Officer-National Economic Development
REPORTS TO: Director-Financial Health
JOB CLASSIFICATION: Full Time/Exempt, Grade 13
LOCATION: Remote (flexible, with preferred locations Chicago, IL; New York, NY; Washington, DC)

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

Background
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 36 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’s national Economic Development team supports our colleagues in the LISC field offices and in the Rural LISC program in deploying an inclusive economic development framework that expands the ability of people, places, and businesses to contribute to equitable prosperity, so that all are able to thrive. Our work creates accessible opportunities for people to find jobs that increase their income and assets, and at the same time, it grows businesses and rebuilds neighborhood economies through integrated strategies that develop people, places and businesses. Under the umbrella of
Economic Development, LISC’s Family Income & Wealth Building (FIWB) program oversees a national network of nearly 120 community-based partners implementing the Financial Opportunity Center® (FOC) model. FOC partners deliver an integrated set of career coaching, financial coaching, and income supports access services to help community residents access family-sustaining jobs, access financial products and build credit, and build assets. Implemented in select FOCs, the Bridges to Career Opportunities (Bridges) initiative builds on this model by incorporating contextualized adult basic education and a career pathways focus on middle-skills jobs with opportunities for career and wage advancement. Other programming within the broader national Economic Development team focuses on inclusive economic development, creative placemaking, and supporting a growing network of Business Development Organizations (BDOs), community partners that focus on entrepreneurship and small business development. LISC also has a National Communications staff that leads LISC’s enterprise-wide external communications efforts.

Position
LISC is seeking a program officer-communications (PO) to support the writing, storytelling, visual communications, and external communications efforts of the national Economic Development team, including the Family Income & Wealth Building (FIWB) program. We seek a creative individual who has a keen understanding of the ever-changing communications landscape, especially its digital components. The ideal candidate should also have some knowledge of, and heart for, highlighting the challenges to, opportunities for, and success of Americans in underserved communities.

Responsibilities
The PO will support the Economic Development team, which includes two departments—Family Income and Wealth Building (FIWB) and Inclusive Economic Development—in all communications aspects of its work. Responsibilities include:

- Work closely with SVP Economic Development and department directors to develop the communications strategy for Economic Development and FIWB
- Copywriting, editing, and proofreading
- Maintain, curate, and organize digital assets, photography, videos, and client stories
- Manage program-specific social media accounts
- Provide email marketing support, including list maintenance and e-newsletter drafting
- Participate in communications strategy planning with Economic Development and LISC National Communications team members
- Develop one-pagers and other promotional materials
- Design infographics and data-informed materials
- Represent the Economic Development team on monthly, company-wide communications calls; collaborate with National Communications staff and field office communications colleagues where applicable
- Provide analysis of web, social media, e-marketing data on user behavior and suggest improvements based on data
- Assist team members with virtual or in-person event planning and promotion, as needed
- Perform other general communications duties as directed.
Qualifications

- Three to five years of full-time work experience with a preference for experience in the nonprofit sector
- Minimum two years' work-related experience in communications, ideally including the following functions: copywriting, editing, proofing, and conducting research
- Ability to communicate effectively with team members who have varying levels of technical knowledge
- Exceptional attention to detail
- Strong writing and documentation skills
- Proficient in social media platforms and Microsoft Office Suite
- Knowledge and interest about current trends in communications and marketing
- Experience working effectively in a team environment; comfort and willingness to interact with colleagues across departments and office locations, in either in-person or remote work settings
- Familiarity with graphic design software (or interest in learning graphic design software)
- Interest in the field of community economic development is a plus
- National travel will be required consistent with COVID-19 safety considerations (~10%)

Compensation:
LISC offers a competitive salary and excellent fringe benefits

To Apply:
For consideration, please send your cover letter and resume to Laura D’Alessandro (ldalessandro@lisc.org) with the subject line “PO – Family Income and Wealth Building”.

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