



Local Initiatives Support Corporation

Richmond, VA

POSITION TITLE: Program Officer – Community Development
REPORTS TO: Executive Director
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: Richmond, Virginia

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 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

Virginia LISC

Virginia LISC has been active in the region since 1990. For more information visit www.virginialisc.org.

Local Initiatives Support Corporation (LISC) seeks qualified candidates for a Program Officer position with the Virginia LISC office responsible for implementing our Building Sustainable Communities Initiative, which includes providing technical assistance to nonprofit organizations and managing engagement activities with community stakeholders and neighborhood residents. The job requires that a significant amount of time be spent in the community with the flexibility to attend evening meetings or events/activities as appropriate.

The Community Development Officer will work with the Virginia LISC team to expand capacity for implementing Virginia LISC's neighborhood initiatives. The ideal candidate has a wide range of knowledge of community development strategies, skills in community building and building key relationships, experience in program implementation and evaluation. Candidates should also have experience working with diverse populations and knowledge of the Central Virginia community development environment.

Position Responsibilities

The position offers exposure to a broad range of community development activities and the opportunity to work with a strong team. The position reports to the Virginia LISC Executive Director.

Work with local stakeholders to deploy comprehensive community development strategies.

- Work with residents and key stakeholders to develop and implement neighborhood- driven plans for comprehensive revitalization.
- Provide strategic guidance, hands on support, and the facilitation of community organizations, neighborhood partners and residents to provide community building, programmatic and organizational development expertise, technical assistance, training and support.
- Identify and cultivate partnerships and resources to support neighborhood efforts; manage complex public and public-private partnerships. Maintain positive relationships with core customer base, identifying and responding to new business opportunities, and actively participating in and facilitating meetings and conferences.
- Manage the Financial Opportunity Center network coordinating training and reporting with National LISC for the three neighborhood based employment and financial coaching centers.
- Work directly with program staff and neighborhoods partners to understand evaluation models, data-related areas of inquiry, and related topics to build local capacity to design, implement and document effective community development practice.
- Work with program and communication staff to analyze both qualitative and quantitative data to prepare balanced documentation of program outcomes.

Manage internal LISC processes

- Prepare and manage program budgets, in consultation with the Executive Director and relevant team members.
- Work with team to raise additional resources for the initiative. Assist in preparing funding proposals, applications, reports, presentations, and tours as required by funders, investors, LISC National and others.
- Prepare, monitor, track and administer LISC investments, performance and outcomes. Hire and manage consultants and their budgets.
- Support Virginia LISC's communications strategy as it relates to neighborhood activities including on-line communications and quarterly newsletters.
- Collaborate and coordinate with colleagues in the Virginia LISC office regarding other technical assistance, programmatic and real estate investments.
- Assume responsibility for other projects and assignments, as needed.

Qualifications

- Bachelor's degree required; graduate level education in the areas of business, planning, public administration, law, or other areas that compliment LISC's work preferred.
- Minimum 3-5 years work related experience in community development, community organizing, and/or other field work in diverse urban environments with experience in program development/management with a proven track record of implementation success.
- Experience with and knowledge in the workings of neighborhood and community planning processes and organizational structures.
- The capacity to work on multiple tasks and projects with attention to detail, prioritize a challenging workload, being well organized and dependable, being positive and solution-oriented is critical.
- Good problem-solving skills with a willingness to be flexible and proactive in a fast-paced and challenging work environment.
- Proactive and assertive in completing assignments and managing relationships.
- Work effectively when collaboratively with others or independently.
- Strong interpersonal skills necessary to work effectively with a wide variety of people and organizations, including senior-level staff and stakeholders.
- Excellent writing and verbal communication skills are essential; exceptional skills in MS Office Suite including Excel a must.

Salary

LISC offers a competitive salary and excellent benefits.

To Apply

Submit resume, cover letter, via email to VALISCJobs@lisc.org

Please include "Community Development Program Officer Candidate" in the subject line of your email.
No phone calls please.

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