POSITION ANNOUNCEMENT
LOCAL INITIATIVES SUPPORT CORPORATION – WASHINGTON, DC

Position Title: Assistant Program Officer – Community Development
Position Location: Washington, D.C.
Job Classification: Non-Exempt / Full Time
Reports to: Executive Director

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

LISC DC
Established in 1982, the DC Office of LISC (LISC DC) is one of LISC’s oldest offices and has invested in more than 12,300 affordable homes, in health clinics, theaters, community centers, and retail across the District of Columbia. From the community planning process to the investment stage, LISC DC has been instrumental in driving more equitable development outcomes for DC residents. LISC DC provides loans, equity, grants, and acts as a broker, facilitator, and provider of technical assistance to nonprofit housing developers, providers of community services, community development corporations, and joint ventures between for profits and nonprofits. Visit us at http://www.lisc.org/dc/ to learn more.
JOB DESCRIPTION
LISC DC seeks a multi-skilled and self-motivated individual with a passion for strengthening communities through community development initiatives that address housing affordability, racial equity, and income inequality in the DC Region. The Assistant Program Officer will build strong program management skills while providing administrative, communications, and research support to program staff on key housing and economic development initiatives, and support office-wide operations. The ideal candidate will have familiarity with community development, housing, economic development, and experience working with diverse populations. The Assistant Program Officer will collaborate closely with other staff to help deliver a wide-range of diverse community-based initiatives.

The successful candidate must be proactive, well organized, possess outstanding program assessment and development skills, able to work with diverse partners and communities, have excellent oral and written communication skills, and be able to work in a team and relate well with others. 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.

KEY RESPONSIBILITIES
- Assist in overseeing programmatic and financial grant compliance for nonprofit partners, including reviewing financial reports and facilitating annual site visits.
- Assist in grant management, including creating grant agreements and consultant contracts, monitoring progress, and processing payments.
- Monitor and update internal reports and conduct data analysis across programs and initiatives.
- Support office-wide marketing and communications, policy research, and community engagement activities.
- Develop creative approaches for measuring and communicating the local LISC impact in the community as a thought-leader, convener, and investor.
- Engage with local residents, nonprofit organizations, community stakeholders, and policymakers around equitable development planning and priorities.
- Support office-wide fundraising by managing deadlines, writing grant applications, and reporting.
- Support Local Advisory Committee engagement by prepping meeting agendas and onboarding materials for new members.
- Provide logistical and programmatic support for special events such as meetings, tours, trainings, and peer gatherings to build partners’ capacity and highlight the work of LISC and its partners.
- Coordinate internal and external calendars to set up meetings and events.
- Assist with other special projects and duties as assigned.
KEY QUALIFICATIONS AND COMPETENCIES

- Bachelor’s degree from an accredited college or university, however significant experience may be considered a proxy.

- Minimum 2 years of professional experience in community development with some combination of administrative, communications, project management, and research responsibilities.

- Working knowledge of the economic, political, and social environments of the DC Region, especially lower-income neighborhoods, organizations, and community development efforts is a plus.

- Experience analyzing data and research reports for program development is preferred.

- Experience with grant and federal grant monitoring and compliance is preferred.

- Highly motivated, solution-oriented individual who is self-directed, and able to successfully work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.

- Flexible and positive attitude, ability to work in a dynamic environment, enthusiasm, and an outcomes-based focus.

- Commitment to accuracy and attention to detail.

- Ability to work collaboratively with co-workers and representatives from the nonprofit, philanthropic, public and corporate sectors and operate in a team setting.

- Strong verbal and written communication skills; ability to write clear and concise business communications such as memos, reports, policies, and procedures.

- High level of proficiency in 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.

- Passion for the mission of LISC, with at least general familiarity of community development and urban planning and policy.

COMPENSATION
LISC offers a competitive salary and excellent benefits.

TO APPLY
Please send Cover Letter and Resume via email with “LISC DC – Assistant Program Officer” in the subject line to:

Ramon Jacobson, Executive Director rjacobson@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY & INCLUSION