POSITION TITLE: Program Officer - Upstate SC LISC
REPORTS TO: Executive Director - Upstate SC LISC
CLASSIFICATION: Full time/Exempt, Grade 13
JOB PREFERRED LOCATION: Greenville, Spartanburg, Anderson, SC or Upstate region

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 over $22 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 and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org

Summary
LISC seeks a Program Officer to help advance comprehensive community development and safety & justice in the Upstate SC region.

Safety & Justice: 50% of time: This position emphasizes coordination of community-based safety initiatives, and is supported and advised by the City of Spartanburg (in particular the Police Department and Neighborhood Services Department) and other public safety stakeholders. The candidate will be able to demonstrate cultural competency working with diversified communities, and a strong commitment to diversity, equity, inclusion and justice in their work.

The program officer will coordinate and support safety initiatives in select Upstate communities, working in partnership with City agencies and community organizations to integrate the varied resources and tools of law enforcement, community mobilization and economic development to make neighborhoods safer and more vital.

Responsibilities:
- Convene community groups, police, prosecutors and other key stakeholders to create new and/or strengthen existing results-oriented partnerships around shared public safety goals in specific, mutually agreed upon neighborhoods, with a particular, initial focus on the Highland neighborhood.
- Collaboratively develop and implement specific, dynamic plans to resolve identified crime problems. As a coordinator and leader, enhance the efforts of the partners listed above to identify shared priorities; select achievable projects to tackle jointly (e.g., specific crime hot spots that pose a threat to neighborhood vitality, or specific economic development projects at risk due to perceived or actual safety concerns); develop and implement workplans that appropriately draw on the resources of diverse partners; and evaluate results to inform future efforts.
- Bolster organizational infrastructures and capacity for effective collaboration by coordinating and/or conducting training and technical assistance for community organizations, police and LISC staff around problem solving, partnerships and crime prevention methodologies.
- Cultivate and steward ongoing communication between key institutional partners for public safety in Spartanburg neighborhoods, including LISC, SPD, Spartanburg Housing Authority, Bethlehem Center and other entities.
• Provide opportunities for knowledge sharing about effective collaborative safety strategies across neighborhoods within Upstate and with national audiences as appropriate.
• Support the continued development and implementation of LISC initiatives that contribute to crime prevention and intervention, including assisting in managing grants to community development groups.

Other Upstate SC LISC duties: 50% of time. Upstate SC is a new office in the LISC network, so this position will help guide the introduction of LISC’s programs in the region, such as housing, economic development, capacity building and others.
• Work with Upstate SC LISC staff to develop, launch and manage new programmatic initiatives, including drafting concept papers.
• Support fundraising efforts to ensure program growth, including funder identification, grant writing, reports, and compliance.
• Provide technical assistance to Upstate SC’s partners on grants and contract management compliance, affordable housing development, etc.
• Assist with developing communications- e-blasts, social media, etc.- to highlight LISC Upstate SC’s work and presence.
• Prepare and oversee grants and contracts and manage program budgets; administer government and private grants/consultant agreements; monitoring grant and consultant performance to ensure alignment with agreed scope of work; and provide oversight on disbursements and financial drawdowns.
• Organize, convene and facilitate meetings, trainings, workshops, etc. Interested candidates must be comfortable traveling and working within a wide range of neighborhood and professional settings.
• Represent Upstate SC LISC in coalitions, working groups and other forums.
• Build and maintain mutually trusting relationships with and among partners.
• Track progress on programmatic milestones. Conduct research and gather and analyze data that supports programmatic outcomes. Prepare, monitor, and track performance and outcomes of grant recipients and borrowers.
• Prepare clearly written and visually appealing reports, such as private funder narrative/financial reports, compliance reports, and other required reports as assigned.
• Perform additional duties as assigned.

Qualifications
• Bachelor’s Degree required. Advanced degree in urban planning, criminal justice, public/business administration, public policy or a related field is preferred.
• Minimum of 3-5 years of demonstrated experience in related fields and experience in urban community organizing preferred.
• Excellent oral and written communication skills, including experience speaking publicly in diverse forums.
• Strong facilitative and adaptive leadership skills.
• Strong interpersonal skills in working with a wide variety of people and organizations.
• Ability to promote consensus about strategies, plans and specific actions among diverse stakeholders.
• Experience as a technical assistance provider is desired.
• Knowledge of policy in Upstate/South Carolina.
• Fluency using and understanding data to inform decision-making.

LISC offers a competitive salary and benefits package. Some domestic travel is required, estimated 15% annually.

To apply, please send a cover letter and resume via email to: LISCUpstateSC@lisc.org. We thank all applicants for their interest; however only those candidates selected for interviews will be contacted. (No phone calls please)