Position Description: Assistant Program Officer (Grant Administration)
Position Location: Atlanta, GA
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 $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 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

Background
LISC Atlanta is a local organization within National LISC, the nation’s largest Community Development Financial Institution (CDFI). LISC Atlanta, established in 2019, is one of LISC’s newest offices. The LISC Atlanta office is committed to drive bold ideas and resources to reduce the racial wealth gap in Metro Atlanta. With loans, grants, and equity investments, LISC Atlanta works with local partners to support wealth building, healthy community investments, supportive ecosystems, and place-based initiatives to drive investment to Clayton County and South DeKalb County. Since inception in 2019, LISC Atlanta has invested $25 million in Metro Atlanta for community improvements.

In addition to making investments in community improvements and real estate projects, LISC Atlanta plans to launch several new initiatives in 2021 to support entrepreneurs of color and organizations who help people of color with workforce development. Specifically, LISC Atlanta is developing partnerships with about a dozen local nonprofit organizations to support small business lending, micro lending, and technical assistance, as well as expanding its network of Financial Opportunity Centers. Financial Opportunity Centers are nonprofit organizations who combine job skills training with financial coaching and income supports to build family income and wealth. LISC Atlanta is enhancing and expanding a network of four FOC’s that are part of LISC’s national network of over 100 Financial Opportunity Centers.
Position Description
LISC Atlanta seeks to fill an Assistant Program Officer (Grant Administration) position. The Assistant Program Officer is a newly created position intended to provide support to the team to manage grants, loans, and communications with partners, with a particular focus on initiatives to support entrepreneurs of color and LISC’s Financial Opportunity Centers (FOCs).

Key Responsibilities
Under the supervision of the Executive Director, the Assistant Program Officer will:

- Facilitate grant and loan disbursements to partners.
- Monitor grant and loan portfolio, respond to questions, and resolve issues.
- Coordinate with legal, finance teams for loan modifications, and grant agreement amendments.
- Plan meetings, conferences, training workshops, and tours.
- Identify, interview and recommend technical assistance providers.
- Coordinate meetings and events with community leaders, project sponsors, elected officials, and funders.
- Oversee data quality and analysis for outcomes data management system.
- Develop accurate, accessible and up to date information on grantee accomplishments and projects and program data for reporting performance measurement.
- Prepare and submit grant proposals and reports to maintain, expand and, increase funding opportunities.
- Support communications, including writing stories and press releases; developing connections with media; and using social media platforms.
- Perform all other special projects and duties as assigned.

Qualifications
- Bachelor degree from an accredited college or university is preferred.
- Minimum 3 years professional work related experience facilitating funding disbursements.
- Experience analyzing conceptual and quantitative information.
- Excellent oral and written communication skills.
- Commitment to accuracy and attention to detail.
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Proficient in Microsoft Office Suite and Salesforce including database, and internet/social media.
- Experience working independently and collaboratively with co-workers and representatives from the nonprofit, corporate, philanthropic, and public sectors.
- Interest in the community development sector and the critical role of nonprofit organizations in driving social change and preserving the unique cultural heritage of neighborhoods.
- Interest in economic development, workforce development, financial stability, and integrated service delivery.
- 20% travel required, mostly in-state when travel resumes

Compensation
LISC offers a competitive salary and excellent fringe benefits. To apply please send cover letter and resume via email to: droyal@lisc.org with “Assistant Program Officer” in the subject line.

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