Position Title: Program Officer for Capacity and Research
Reports To: Vice President, Knowledge Management
Job Classification: Exempt / Full Time
Location: LISC Headquarters Office, New York, NY

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

ABOUT THE DEPARTMENT:
Knowledge Management leads LISC’s research, capacity and dissemination efforts. We conduct original research on our impact and those of our partners, with an eye toward fostering policy and practice change to advance equity. We build organizational, programmatic and systems-level capacity by working internally with LISC’s local offices and national programs and directly with our external partners. And we advance LISC’s thought leadership by releasing research reports, evaluations, and other products showcasing best practices and learnings based on our work and those of our partners.

RESPONSIBILITIES:
The Program Officer (PO) will support all aspects of Knowledge Management at LISC, including its research, capacity-building, and dissemination activities. The specific duties in this role will include:
Capture innovative community development efforts occurring throughout the LISC network, by acting as a one point of contact with local offices and national programs.

Based in part on these learnings and other research, create and implement webinars, trainings, convening’s and other strategies to share about innovative practices for the community development field.

Manage and support LISC’s internal information-sharing channels, including its webinar and training calendar; staff internal taskforce, affinity and learning groups.

Develop content for and help maintain the LISC Institute site and its social media handles; produce quarterly reports of LISC Institute performance.

Conduct 1-1 and group capacity-building engagements with external partners, under the direction of the Senior Director for Capacity Building and Vice President for Knowledge Management.

Support LISC research and evaluation activities, through policy scans, literature reviews, qualitative and quantitative research, and report writing.

Performs additional duties, as required.

QUALIFICATIONS:

- Bachelor’s degree from an accredited college or university; master’s degree preferred, in public or urban policy, nonprofit management, business, or related fields.
- Minimum five years of relevant work experience in community development
- Experience in capacity-building through multiple approaches, including 1-1 TA, group learning, trainings, webinars, convenings, etc.
- Experience in social media content and delivery.
- Strong research and analysis skills.
- Strong oral and written communication skills.
- Strong facilitation skills in meetings with diverse stakeholders.
- Work well both as a member of a team and independently.
- Strong organizational skills and attention to detail.
- Effectively manage and prioritize work in a fast-paced environment, delegate work efficiently, and work collaboratively across the organization.
- Commitment to ensuring a collaborative and respectful work place.
- Demonstrated commitment to LISC’s mission.

Compensation
LISC offers a competitive salary and excellent benefits.

Some domestic travel is required when public health dictates permit.

To apply, please send cover letter and resume via email to: knowledge@lisc.org

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COMMITTED TO DIVERSITY, EQUITY, INCLUSION AND JUSTICE