Position Description: Senior Program Officer, Community Development
Reports to: Executive Director
Job Classification: Exempt / Full Time, Grade 14
Position Location: Houston, TX

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
- 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
- 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.
- Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 42 years, LISC and its affiliates have invested more than $24 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 38 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.

The Houston office of the Local Initiatives Support Corporation (LISC) seeks a Senior Program Officer to manage our Great Opportunities (GO) Neighborhoods Program. GO Neighborhoods provides a community development approach that meaningfully engages residents and stakeholders in setting a vision for their neighborhood and implementing that vision through aligned programs, lending and investments. The position offers exposure to a broad range of community development activities and the opportunity to work with a strong team. This position will manage and oversee all the GO Neighborhoods related activities, and supervise staff who are implementing specific components of LISC’s comprehensive community development strategy.

Responsibilities:
- Manage GO Neighborhoods, a multipronged program to deploy comprehensive community development strategies.
- Build and maintain relationships with key organizations, residents and stakeholders in focus neighborhoods and work collaboratively to develop and implement diverse and inclusive neighborhood-driven plans (Quality-of-Life Agreements, and others)
- Provide hands-on support and facilitation assistance to community based organizations
• Supervise a Program Officer and an Assistant Program Officer responsible for the implementation of specific components of the program.
• Maintain relationships with relevant municipal officials, consultants, contractors, community leaders, residents and other stakeholders in focus neighborhoods to implement projects, programs and policy that best support community goals.
• Assist lead partner agencies in identifying and recruiting necessary government, funder and other citywide stakeholders to participate.
• Identify organizational capacity needs of community partners, and facilitate the provision of technical assistance via LISC staff or consultants.
• Organize, facilitate and convene regular meetings, trainings, and workshops to build neighborhood partners’ capacity.
• Prepare and manage program budgets, in consultation with the Executive Director and relevant team members.
• Raise additional resources for the program. Identify prospective funding opportunities and prepare funding proposals, applications, reports, presentations, and tours as required by funders, investors, and LISC National.
• Oversee preparation and management of all contracts related to GO Neighborhoods program. Manage program data documentation. Prepare, monitor, track and administer LISC investments, and program performance and outcomes.
• Support Houston LISC’s communications strategy as it relates to GO Neighborhoods including on-line communications, email blasts and websites updates and management.
• Collaborate and coordinate with colleagues in the Houston LISC office regarding other technical assistance, programmatic and real estate investments in GO Neighborhoods.
• Work closely with LISC National programs and departments to provide technical assistance and resources to local partners as necessary.
• Performs additional duties, as required.

Qualifications:
• Bachelor’s degree from an accredited college or university is required. Preferably in areas that complement LISC’s Community Development work.
• Minimum 5 years’ experience developing and leading programs in community/economic development, community organizing and engagement, and human capital development.
• Demonstrated commitment to an inclusive, community-based, resident-driven model of community planning and decision-making.
• Strong managerial and facilitation skills with the ability to motivate LISC and our clients’ staff.
• Experience working with a diverse range of individuals and organizations, including foundations, public agencies, corporate leaders, community development organizations and neighborhood residents.
• Working knowledge of the economic, political, and social environments of Houston, especially lower income neighborhoods, organizations, and existing and past community development efforts.
• Ability to work with minimal supervision and capacity to simultaneously work on multiple tasks and projects and set priorities for a challenging workload.
• Strong communication skills to effectively collaborate with clients and colleagues, present information, and write cohesive reports for various audiences.
• Proficiency with MS Office Suite, social media, and ability to navigate software required for specific program initiatives.
• Bilingual in Spanish a plus.

LISC offers a competitive salary and excellent benefits No phone calls, please.

TO APPLY: Submit cover letter and resume to cboulet@lisc.org and include “Senior Program Officer, Community Development” in the Subject line of the email.

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