



**Local Initiatives Support Corporation
Job Description**

Position Title: Policy Officer
Reports To: Senior Vice President of Policy
Job Classification: Exempt / Full Time
Location: Washington, DC

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's Policy Office is located in Washington, D.C. It is responsible for developing LISC's federal policy agenda; communicating this agenda to LISC employees, board members, funders, and other stakeholders; and pursuing this agenda through engagement with federal policy makers in Congress and federal agencies.

LISC Policy is seeking a creative person to support our efforts to enhance our national and local advocacy strategies, with an emphasis on strategies pertaining to workforce development, asset building and financial stability, small businesses and economic development, and national and community service.

Responsibilities

- Developing and communicating LISC's policy agenda to members of Congress, Congressional staff and other Federal policy makers.
- Preparing written comments to Federal agencies on proposed rule-making activities.
- Representing LISC on coalitions of advocacy organizations with similar policy and legislative priorities.
- Managing or engaging in research and analysis related to Federal policy and appropriations issues.
- Collaborating with LISC program staff to develop federal legislative priorities.
- Managing the development of policy briefs, research reports, legislative proposals and related documents that advance LISC's policy and legislative priorities.
- Educating local LISC staff and partner organizations on critical policy issues.
- Preparing action alerts as needed to the field on urgent legislative and regulatory issues.
- Managing the planning of briefings, forums, and events that support LISC's policy goals.

Qualifications

- Bachelor's Degree from an accredited college or university is required. Advanced degree in public policy, public administration, political science or a related field is a plus;
- Minimum of 3-5 years of relevant experience in legislative affairs, governmental relations or non-profit advocacy;
- Experience in developing or promoting programs or policies pertaining to:
 - workforce development (e.g., services, programs, systems and networks that provide people with education, skill development and access to quality jobs);
 - building family income and wealth (e.g., financial education, federal income supports, asset building);
 - national and community service (e.g., AmeriCorps and related programs); or
 - small business and economic development.
- Strong research skills;
- Strong interpersonal skills, including the ability to marshal necessary desired outcomes;
- Knowledge of broader community development issues is a plus;
- Experience working on Capitol Hill, a Federal agency or a trade association is a plus.

Job Specifications:

This position will be located in Washington, D.C. Some travel may be required. LISC provides a competitive salary and excellent fringe benefits.

Please include cover letter and resume policy@lisc.org and "Policy Officer Vacancy" in the subject line of the email

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY AND INCLUSION**