Position Description

Position Title: Senior Program Officer for Economic Development
Reports To: Deputy Director
Job Classification: Full-time, Exempt
Position Location: Newark, NJ

The Organization

What We Do: With residents and partners, Local Initiatives Support Corporation (LISC) forges resilient and inclusive communities of opportunity across America – great places to live, work, 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.

Background:
Over the last 40 years, LISC and its affiliates have invested approximately $24 billion in businesses, affordable housing, health, educational mobility, community 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

LISC Greater Newark:
GN-LISC employs a comprehensive, high-quality and market-responsive program delivery system that continues its work in neighborhood building, economic & workforce development, small business, and affordable housing lending and support of mission-aligned stakeholders throughout and beyond the Greater Newark footprint. GN-LISC seeks to effectively apply the enterprise- to field-level direction of the many tools in LISC’s ‘toolbox’ to our target low-income communities while building GN-LISC’s field-level, local infrastructure--particularly with respect to current staff investment and growth--to support strategic priorities and operational imperatives.

THE POSITION:
Reporting to the Deputy Director, the Greater Newark office of Local Initiatives Support Corporation (GN-LISC) seeks an individual with a passion for equitable economic development and comprehensive family income & wealth-building (FIWB) for opportunity-challenged communities to join its staff as Senior Program Officer for Economic Development. In coordination with a variety of community-based, public sector, private sector, funders and internal partners, the core goals of the Senior Program Officer position are primarily twofold: (1) stabilizing and expanding GN-LISC’s Financial Opportunity Center (FOC) Program within and beyond GN-LISC’s primary footprint; and (2) leading and managing a portfolio of economic inclusion programs that are geared towards GN-LISC contributing to the economic and small business development ecosystem of its primary market. The candidate will have excellent project management, collaboration, communication, and grants/contract management skills along with strong supervisory and staff management skills. The position requires a strong commitment to participate in the local & regional FIWB and economic systems, as well as an understanding of the broader economic development and small business ecosystem within GN-LISC’s market.
KEY RESPONSIBILITIES
The FIWB portion of this position entails building the programmatic capacity, sustainability and expertise of FOC providers. FIWB-specific responsibilities include:

- Provision and oversight of ongoing technical assistance to stabilize existing FOCs and offer guidance related to improving their level and quality of the FOC program design and delivery.
- Working progressively with FOC providers to build in FOC model into broader systems integration and/or long-term recovery efforts.
- Analyzing and disseminating program outcomes and community impact through reporting from LISC’s data system. Understand and communicate data trends and outcome attainment.
- Overseeing the forming and implementation of employer and systems engagement and cultivation strategies in order to connect FOC providers with critical industry-, institutional- and workforce-development leaders.
- Working with the Deputy Director and Executive Director to lead FOC expansion efforts into pre-determined priority markets.

The Economic Development portion of the Senior Program Officer’s responsibilities centers on the successful execution and strategic alignment of GN-LISC’s portfolio of economic inclusion and small business programs – structured within the broader context of contributing to the building of a market-driven ecosystem to support economic equity. Specific responsibilities include:

- Leading the build out of GN-LISC’s economic development platform with the specific tools, funding programs, technical support and interventions that in turn builds the financial solvency and sustainability of small businesses within GN-LISC’s footprint.
- Monitoring funding and technical support to improve the caliber and capacity of market- and mission-aligned business development organizations (BDO).
- Employing a funding and technical support strategy related to improving the quality, sustainability and conditions of select commercial corridors, including those BDOs in place responsible for the collective management of those commercial corridors.

General responsibilities that covers the full scope of the Senior Program Officer’s position includes:

- Actively participate with select, strategic inter-organizational coalitions to connect and embed FIWB/economic development activity (inclusive of LISC capital) within timely and critical market systems & dynamics. Includes serving as member of external partner working committees across economic development areas including commercial district and small business preservation/development.
- Organize, convene and facilitate meetings, trainings, workshops, information sessions, and orientations, both virtually and in person, as needed.
- Prepare and oversee grants and contracts for programs, which includes administering government and private grants/consultant agreements, managing contracted partners, and monitoring grant and consultant performance to ensure alignment with agreed scope of work.
- Track progress on programmatic milestones. Conduct research, gather and analyze data that supports programmatic outcomes and program reporting.
- Prepare clearly written and visually appealing reports, such as private funder narrative/financial reports, compliance reports, and other required reports as assigned.
- Support fundraising efforts to ensure program growth, including funder identification, grant writing, reports, and compliance as needed.
- Support national office and GN-LISC’s Executive Team to develop, launch and manage new programmatic initiatives.
- Build and maintain mutually trusting relationships with and among partners including community organizations, businesses, government officials, anchor institutions, consultants, and contractors.
- Coordinate with LISC National Program teams to advance inclusive economic development and FIWB.

Staff Supervision & Management
- As needed, supervise, empower, and support program staff to implement FIWB and economic development programs outlined herein. This includes assisting in local staff onboarding and staff retention; and in facilitating staff professional development.
- As needed and when requested, assists the Executive Director & the Deputy Director in supervising administrative staff as needed in association with the functions stated above.

Additional Duties
- Good understanding of a corporate culture with both national and local demands to get work accomplished with internal teams.
• Participate in National LISC meetings and activities as required.
• Supports the Executive Director as needed.
• Perform all other duties as assigned.

QUALIFICATIONS:
• Bachelor’s Degree from an accredited college or university
• Minimum 5 years’ experience in community economic development, small business preservation/development, or related disciplines required
• Working knowledge of the economic, political, and social environments in GN-LISC’s markets and target communities, especially of lower income neighborhoods, organizations, and community development efforts strongly preferred
• Working knowledge of community development policies and programs, especially economic development and FIWB programs
• Demonstrated success in managing multiple projects and maintaining strong collaborative relationships with clients and coworkers required
• Experience building relationships, networking and collaborating effectively with community-based organizations
• Strong oral and written communication skills, including experience speaking publicly in diverse forums.
• Proficient with Microsoft Office Suite
• Excellent research, writing, editing and analytical skills
• Fluency using and understanding data to inform decision making
• Commitment to accuracy, attention to detail, timely reporting and deadlines
• Work simultaneously on multiple tasks and set priorities for a challenging workload

Compensation - LISC offers a competitive salary and excellent benefits.

To apply, please send a cover letter and resume to newarkinfo@lisc.org with “Senior Program Officer for Economic Development” in the subject line. Please no telephone calls or unsolicited inquiries.

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