Local Initiatives Support Corporation

POSITION TITLE: Program Officer – Economic Development,
REPORTS TO: Senior Program Officer – Economic Development
JOB CLASSIFICATION: Full Time / Exempt, Grade 13
LOCATION: Flexible; Remote (Continental US)

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 $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.

LISC Economic Development

The National Economic Development team at LISC is dedicated to carrying out a four-pronged approach to inclusive economic development:

- **People:** Build and support pathways to quality jobs and financial security for marginalized communities.
- **Places**: Transform underinvested commercial and industrial districts into generators of inclusive economic opportunity.
- **Businesses**: Foster local environments where diverse businesses thrive through increased capacity and access to capital
- **Systems innovation**: drive systems innovation across all three strategies by challenging institutional barriers to equity and inclusion.

Our team is seeking a full time Program Officer to help drive inclusive economic development by supporting local initiatives, creating tools and resources for the field, and sharing best practices and peer learning opportunities to LISC staff and partners. The Program Officer will work under the guidance of the Senior Program Officer, Economic Development to support the integration of inclusive economic development strategies into LISC’s comprehensive community development work. The ideal candidate has experience supporting entrepreneurs of color and a deep understanding of the small business support ecosystem. Experience with one or more of the following preferred: place-based initiatives, cross sector partnerships and engagement strategies, strategic planning, data analysis, capacity building, lending (real estate and small business), comprehensive community development, and disaster recovery.

**KEY RESPONSIBILITIES:**

- Support existing multi-city efforts that help entrepreneurs of color start, expand, and grow their businesses and design new initiatives that build on the strength of our partners, the tools and resources that are available, and are mission aligned.
- Oversee the development and dissemination of resources (how to guides, case studies, briefs, articles, and other materials) by drawing on content expertise of Economic Development team, field offices, partners, and national best practices,
- Prepare, monitor, and manage grants, including analyzing qualitative and quantitative data and communicating impact, collecting information for, and writing reports and coordinating with colleagues in development, communications, and at local offices.
- Coordinate with Knowledge Management, Strategy, and Innovation, and other LISC National Program teams to advance inclusive economic development.
- Support local offices by providing resources, direct technical support, shared learning opportunities, hosting webinars, and managing economic development affinity group.
- As needed, facilitate, and convene meetings, trainings, and peer gatherings to build the capacity of local community, public sector, and private sector partners.
- Develop and manage relationships with local/national economic development partners including local LISC offices, community-based organizations, mission-driven developers, impact investors, financial institutions, and local/state agencies to foster inclusive economic development.
- Actively participate and contribute to team activities, conversations, and events.
- Assume responsibility for special projects and other assignments, as needed.

**QUALIFICATIONS:**

- Bachelor’s degree from an accredited college or university in business, finance, urban planning, business, or related field is required. Master’s degree is preferred; however, experience may be considered a proxy
- Minimum 3 years relevant work related experience-overseeing place based economic development initiatives, experience working in neighborhoods of opportunity preferred.
• Deep understanding of the community development field, knowledge related to community development financing preferred.
• Working knowledge of the economic, political, and social environments of national economic development field.
• Solution-oriented individual who is self-directed and can successfully balance multiple priorities and programs.
• Interest in building entrepreneurial opportunities that build wealth for people of color.
• Proven track record working with a diverse range of individuals and organizations, including but not limited to community development organizations, business development organizations, small businesses, public agencies, private developers, funders, and lenders.
• Ability to work with a geographically dispersed team, often via phone or webinar.
• Ability to occasionally travel to LISC field offices or conferences.
• Commitment to accuracy, attention to detail, timely reporting, and deadlines.
• Excellent verbal and written communication, writing, research, analysis, and relationship/team building skills.
• Proficiency in Microsoft Office suite required.

**COMPENSATION**
LISC offers a competitive salary and excellent fringe benefits.

**TO APPLY**
Please send a cover letter and resume via email with "Program Officer-Economic Development" in the subject line to econdevinfo1@lisc.org.

**NO PHONE CALLS PLEASE**

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMitted to diversity, equity, inclusion, and justice