LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

POSITION TITLE: Assistant Program Officer
REPORTS TO: Executive Director
JOB CLASSIFICATION: Non-Exempt / Full Time
LOCATION: Peoria, Illinois (Hybrid)

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 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 Central Illinois

LISC Central Illinois has a mission to collaborate with residents and community-linked partners to forge inclusive, resilient communities of opportunity. We invest in housing, economic development and community infrastructure by delivering funding, technical assistance and best practices that reduce inequity, promote innovation and catalyze economic, health, safety and educational mobility for individuals and communities.
**Position Description**

This role offers an exciting opportunity to work on innovative community development initiatives that are addressing equitable economic development, housing affordability, income equality and racial equity in Central Illinois. The candidate should have some knowledge of personal financing, workforce development and basic lending while being a highly motivated, results-oriented individual who can successfully balance multiple priorities as part of a team. Responsibilities include program oversight & support, grant administration, and economic development lending. Also, experience working with diverse populations and who possess general expertise in community development, and/or specific expertise in economic development, affordable housing and program management.

**Key Responsibilities**

- Administer the Central Illinois Financial Opportunity Centers/Bridges to Careers Opportunities network, including developing and maintaining detailed knowledge of the various organizations and stakeholders involved in the FOC/BCO programs, programmatic enhancements, and program budget.
- Provide technical assistance and problem-solving support to community partners providing financial and/or workforce development services.
- Facilitate regularly scheduled peer meetings for knowledge sharing and educating FOC sites to strengthen the FOC/BCO network.
- Co-lead fund development efforts related to the program including proposals, reports, cultivation activities, and funder management.
- Develop new and extend existing partnerships with the local workforce, financial service, and income support organizations and intermediaries to support FOC/BCO activities.
- Write, disburse, oversee, and monitor grants to partner agencies, provide technical assistance, and identify best practices related to specific programs. Grants management includes tracking performance, monitoring outcomes and reporting.
- Identify small business lending opportunities; vet financing needs; provide technical assistance to local borrowers; and develop key relationships and partnerships with public and private leaders and key stakeholders in local markets.
- Work with staff to build a lending pipeline of small businesses and potentially real estate projects with the primary goal of generating loan activity.
- Educate community partners and/or other stakeholders about our loan product; facilitate lenders cohort.
- Represent LISC at community meetings, as needed.
- Perform additional duties as assigned by Central Illinois LISC’s Executive Director.

**Qualifications and Competencies**

- Bachelor’s degree from an accredited college or university preferred, preferably in finance, business, economics or equivalent.
- Minimum 2 years of professional experience with administrative and project management responsibilities.
- Commitment to accuracy, attention to detail, and timely reporting and deadlines.
- Strong meeting planning, facilitation, and training skills.
• Ability to communicate effectively and work collaboratively with co-workers and representatives from the nonprofit, corporate, philanthropic, and public sectors.

• Ability to manage multiple and varied projects with a strong commitment to integrity, accuracy and attention to detail.
• Proficiency with Microsoft Office Suite of programs, especially Outlook, Word, Excel and PowerPoint.
• Quick learner, creative problem-solver, team player, relationship builder and sound business acumen.
• Excellent interpersonal skills and the ability to work independently with minimal supervision and as well as part of a team.
• Flexible and positive attitude, patience, integrity and strong work ethic.
• Passion for LISC’s mission.

Compensation
LISC offers a competitive salary and excellent benefits.

To Apply:
Qualified candidates should send a cover letter, resume, and a writing sample via email with “Assistant Program Officer” in the subject line to LISCCentralIL@lisc.org.

This is a hybrid position. Candidate must reside in one of LISC Central Illinois targeted cities, Peoria, Bloomington, Springfield, Champaign and Decatur.

NO PHONE CALLS PLEASE
LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMMITTED TO DIVERSITY, EQUITY,
INCLUSION AND JUSTICE