Position Title:  Assistant Program Officer - Resource Development  
Position Location:  Philadelphia, PA  
Job Classification:  Full-time, Non-Exempt  
Reports To:  Program Officer - Resource Development

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 over $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 37 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

LISC Philadelphia:  
The Philadelphia office of Local Initiatives Support Corporation (LISC) seeks to fill the position of Assistant Program Officer-Resource Development; reporting to the Program Officer of Resource Development & Communications.

This position will advance all aspects of LISC Philadelphia’s resource development and fundraising strategies with special emphasis on administrative management, reporting, and data collection required by philanthropic supporters. This position will work closely with local program teams and will effectively collaborate with other staff in the Philadelphia and National LISC offices.

Key Responsibilities:  
Under the supervision of Program Officer, the Assistant Program Officer will:
• Assist all institutional giving activities, including applications, administration, monitoring compliance, compiling data from sub-grantees, and working cross-organizationally to ensure reports, milestones, and data is gathered/shared timely and accurately.
• Support the preparation, processing and management of philanthropic contracts, award documents and amendments.
• Assists with disbursing payments to consultants and sub-grantees; providing oversight for the expenditure records and invoices for sub-grantees.
• Monitor local office’s grant portfolio, responding to funder questions, anticipating issues/challenges and proactively offering suggestions/working towards resolution.
• Coordinates, facilitates and attends regular meetings and events with community leaders, project sponsors, elected officials, and other funders.
• Support and enhance capacities of grassroots organizations in collecting data as pertaining to LISC’s philanthropic responsibilities/engagement. Works with partners to ensure best outcomes for revenue generation and collective fundraising strategies.
• Develops accurate, accessible and up-to-date information on sub-grantee accomplishments, project milestones, and guarantees accurate program data for reporting.
• Prepares and submits grant proposals and reports to maintain, expand and, increase funding opportunities.
• Perform all other special projects and duties as assigned.

Qualifications:
• Bachelor’s degree from an accredited university or commensurate work experience.
• Minimum 3-years institutional giving, data collection/analyzation, and grant reporting experience.
• Demonstrated experience analyzing conceptual and quantitative information pertaining to resource development and fundraising.
• Work simultaneously on multiple tasks and projects & set priorities for a challenging workload.
• Proficient in Microsoft Office Suite, CRM software: Salesforce, Raisers Edge.
• Experience working independently and collaboratively with co-workers and representatives from the nonprofit, corporate, philanthropic, and public sectors.
• Bilingual Spanish.

Compensation - LISC offers a competitive salary and excellent benefits.

To apply, please send a cover letter and resume to Anna Stormer at astormer@lisc.org with “Assistant Program Officer - RD” in the subject line. Please no telephone calls or unsolicited inquiries.

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