LOCAL INITIATIVES SUPPORT CORPORATION

Milwaukee, WI

POSITION TITLE: Program Officer – Economic Development
REPORTS TO: Deputy Director
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: Milwaukee, WI

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

BACKGROUND
LISC Milwaukee is a local office within National LISC, the nation’s largest Community Development Financial Institution (CDFI). LISC Milwaukee has more than 25 years of experience working as a catalyst for community reinvestment in Milwaukee. It helps resident-led, community based development organizations transform distressed neighborhoods into
healthy places to live, work, worship, do business and raise families. Increasingly, we also work with and lend to for-profit entities that share our community development mission and goals. Since 1995, Milwaukee LISC has invested over $127 million in Milwaukee’s neighborhoods, and leveraged an additional $326 million for neighborhood improvements.

LISC is seeking a team-oriented individual to help deploy a wide range of strategies and services that comprise the work of the Milwaukee LISC office. This is a key position within LISC and is critical to the ongoing success of LISC Milwaukee’s priority initiatives. This position reports to the Deputy Director.

**Key Responsibilities**

- Responsible for successful execution and strategic alignment of a portfolio of LISC Milwaukee’s economic inclusion and small business programs, including Brew City Match (small business development/preservation), Financial Opportunity Centers (family income and wealth building), and Creative Placemaking, in coordination with our community partners.

- Organize, convene and facilitate meetings, trainings, workshops, information sessions, and orientations, both virtually and in person, as needed. To accommodate our stakeholders, periodic evening and weekend work may be required.

- 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.

- Provide oversight on disbursements and financial drawdowns for grantee and consultant contracts, including trouble-shooting and providing recommendations if issues arise.

- Track progress on programmatic milestones. Conduct research, gather and analyze data that supports programmatic outcomes and program reporting.

- Develop and disseminate resources (how to guides, case studies, briefs, articles, and other materials) by drawing on content expertise of LISC national staff, other field offices, partners, and best practices.

- 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 Executive Team to develop, launch and manage new programmatic initiatives, including drafting concept papers as needed.

- Represent LISC Milwaukee in coalitions, working groups and other forums related to economic development, small business preservation/development, and family income and wealth building.

- Build and maintain mutually trusting relationships with and among partners including community organizations, businesses, government officials, anchor institutions, consultants, and contractors.

- Serve as member of external partner working committees across economic development areas including commercial district and small business preservation/development.
• Coordinate with LISC National Program teams to advance inclusive economic development.
• Assume responsibility for special projects and other assignments, as needed.

Qualifications

• Bachelor’s Degree from an accredited college or university.
• Minimum 3-5 years’ experience in community economic development, small business preservation/development, or related disciplines required.
• Working knowledge of the economic, political, and social environments in the Milwaukee area, especially of historically disinvested neighborhoods, organizations, and community development efforts strongly preferred.
• Working knowledge of community development policies and programs, especially economic development.
• Demonstrated success in managing multiple projects and maintaining strong collaborative relationships with clients and co-workers 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 competitive total compensation, including salary and excellent fringe benefits (health, dental, vision, and retirement plans).

TO APPLY
Please send cover letter and resume via email to ckemp@lisc.org and include “Program Officer – Economic Development” in the subject line of your email, by March 14, 2021.

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