LOCAL INITIATIVES SUPPORT CORPORATION

POSITION DESCRIPTION

POSITION TITLE: Program Officer, LISC Memphis
REPORTS TO: LISC Memphis Executive Director
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: Memphis, Tennessee

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 $22 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

LISC Memphis, one of LISC’s newest office, opened on September 21, 2020. LISC Memphis will work collaboratively in partnerships with community groups, local government, philanthropy and the business sector in pursuing the creation of affordable housing, equitable economic growth, more racially just systems and policies, and increased community development capacity. Inaugural programs of LISC Memphis will focus on increasing the quality and availability of affordable housing and increasing opportunities for entrepreneurs of color.

THE POSITION
LISC Memphis seeks a Program Officer who will be responsible for assisting in the development and management of all aspects of LISC Memphis’ inaugural programmatic portfolio. This position will support the introduction of LISC to Memphis, assist the executive director to market and build the new office and programmatic work, identify and cultivate partnerships, and support the stewardship of major institutional partnerships.
The ideal candidate must demonstrate cultural competency working with diverse communities; a strong commitment to diversity, equity, inclusion and justice; and a proven record of shaping programs designed to positively impact community development. The Program Officer reports directly to the Executive Director. This is a full-time position based in Memphis TN, requiring some regional and occasional national travel, although travel is currently suspended due to COVID.

Responsibilities:
Program/Community Development:
- Work with LISC Memphis staff to identify, respond to, develop, launch and manage new programmatic initiatives, including drafting concept papers and proposals.
- Assist in the design and implementation of an affordable housing strategy for Memphis, including a home repair program.
- Track progress on programmatic milestones. Conduct research, gather, and analyze data that supports programmatic outcomes.

Resource Development & Management:
- Support fundraising efforts to ensure program growth, including funder identification, grant writing, reports, and compliance.
- Identify, cultivate, and maintain public and private partnerships to support neighborhood efforts and build supportive networks for integrated services and holistic, sustainable development.
- Collaborate with other LISC staff to identify and secure capital and other resources, from within and outside LISC, to advance LISC Memphis’ work plans and meet the needs of community partners.
- Prepare and oversee grants and contracts and manage program budgets; administer government and private grants/consultant agreements; monitor grant and consultant performance to ensure alignment with agreed scope of work; and provide oversight on disbursements and financial drawdowns, including troubleshooting if issues arise.

Communications:
- Represent LISC Memphis in coalitions, working groups and other forums related to affordable housing and capacity building.
- Compile and share best practices in community development and related policy and program areas from within the LISC community and from sources outside of LISC.
- Prepare clearly written and visually appealing reports, such as private funder narrative/financial reports, compliance reports, funding proposals, applications, presentations and other required reports as assigned.
- Help develop LISC Memphis’ communications strategy, including social media outreach.

Other Duties:
- As directed, manage staff, interns, and consultants.
- Perform other duties as assigned.
Qualifications:

- Bachelors’ Degree from an accredited college or university in finance, business, real estate, urban studies, planning, public administration or related fields. Master’s degree preferred. A combination of education and work experience can be substituted.
- Minimum of 3 to 5 years’ experience in economic or community development, real estate, capital development, lending, community revitalization, or related field.
- Local market knowledge of community development and the economic, political and social environments in Memphis and the region.
- Work collaboratively with a variety of community, public, and private actors to design and implement effective, scalable, sustainable strategies.
- Work effectively independently and in team environment.
- Creative problem-solving skills; and successfully working simultaneously on multiple tasks and projects, with multiple internal and external parties, to meet deadlines and achieve objectives.
- Strong verbal and written communication skills: ability to review and synthesize information, write clearly and concisely, and speak publicly in diverse forums.
- High level of proficiency in Microsoft Office suite, particularly Microsoft Excel.
- Ability to thrive in a small team, ever changing, and entrepreneurial work setting.
- Passion for the mission of LISC and commitment to the community development sector including its critical role in advancing racial equity and inclusion.

Salary
LISC offers a competitive salary and excellent benefits.

To Apply
Please send cover letter and resume via email with “LISC Memphis Program Officer” in the subject line to: liscmemphis@lisc.org. No phone calls please. Thank you for their interest; however only those candidates selected for interviews will be contacted.

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