

# LISC JACKSONVILLE

Local Initiatives Support Corporation

Jacksonville, FL

POSITION TITLE:	Program Officer – Economic Development
REPORTS TO:	Executive Director
JOB CLASSIFICATION:	Full Time / Exempt
LOCATION:	Jacksonville, FL

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## 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](http://www.lisc.org)

### LISC Jacksonville

In partnership with residents and multi-sector stakeholders, LISC Jacksonville attracts and coordinates local and national resources to strengthen neighborhoods in the Jacksonville area. LISC Jacksonville is comprised of a small, committed staff and a local advisory committee dedicated to carrying out this mission. More information can be found at [www.lisc.org/Jacksonville](http://www.lisc.org/Jacksonville)

LISC Jacksonville seeks a full time Program Officer to support our economic development work. The Program Officer will work under the guidance of the Executive Director to support the network of Financial Opportunity Centers in Jacksonville, commercial corridor improvement efforts, and help strengthen the financial capability landscape through advocacy and partnerships. LISC supports a national network of 90+ Financial Opportunity Centers in more than 30 cities across the country. Financial Opportunity Centers (FOCs) focus on the financial bottom line for low-to- moderate income individuals. This means changing people's financial behavior in a way that encourages them to make a long-term commitment to increasing income, decreasing expenses and acquiring assets.

The ideal candidate has a knowledge of community development, workforce development, financial stability, data system management and skills in building key relationships. This person will also facilitate the implementation of initiatives that provide support to commercial districts and to the businesses that populate them, working with a network of business support organizations including CDCs, BIDs and SIDs, anchor institutions, business training programs and accelerators, as well as other institutions to ultimately improve the flow of capital to minority and low-income businesses and neighborhoods. Candidates should also have experience working with diverse populations.

**RESPONSIBILITIES:**

- Support non-profit partners by providing technical assistance to successfully implement the Financial Opportunity Center (FOC) model, focused on helping residents find employment, access public benefits and become more financially stable.
- Prepare, monitor, track and manage LISC investments, performance and outcomes including the FOC outcomes data management system on Salesforce.
- Train and coach FOC partner agencies for continuous success utilizing the *Integrated Services Delivery* model for proven effectiveness of workforce, financial coaching, and income supports service delivery
- Facilitate and convene meetings, trainings, and peer gatherings to build partners' capacity and provide access to resources.
- Provide guidance and support to partners on grant compliance, including federal financial reporting compliance.
- Help craft local economic development agenda in harmony with LISC's national priorities of living-wage job creation, training, and placement, business development, and commercial corridor improvement
- Establish and coordinate technical assistance resources for small business borrowers.
- Develop and manage relationships with local economic development partners including community-based organizations, mission-driven developers, impact investors, financial institutions and local/state agencies in order to foster inclusive economic development.
- Serve as member of external partner working committees across economic development areas including workforce development, financial capability, and small business development.
- Assume responsibility for special projects and other assignments, as needed.

## **QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university required.
- Minimum three (3) years relevant work related experience in economic/workforce development, financial coaching, wealth building, entrepreneurship support, lending, business investment or related disciplines.
- General understanding of the community development field, and knowledge related to community development financing preferred.
- Working knowledge of the economic, political, and social environments of the Jacksonville area, especially lower-income neighborhoods, organizations, and community development efforts strongly preferred.
- Experience reviewing large datasets for quality and analyzing data for trends required.
- Solution-oriented individual who is self-directed, and able to successfully balance multiple priorities and programs.
- Flexibility in dealing with a diverse range of individuals and organizations, including but not limited to residents, community development organizations, public agencies, private developers, funders and lenders.
- 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, particularly Microsoft Excel 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 [jowens@lisc.org](mailto:jowens@lisc.org)

**NO PHONE CALLS PLEASE**

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO DIVERSITY AND INCLUSION**