Local Initiatives Support Corporation
Position Description

Position Description: Program Officer
Reports to: Executive Director
Job Classification: Exempt / Full Time
Position Location: Houston, TX (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 42 years, LISC and its affiliates have invested more than $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.

The Houston office of the Local Initiatives Support Corporation (LISC) seeks a Program Officer to support the office’s Economic Development work including supporting a network of Financial Opportunity Centers in Houston. 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, federal grant compliance and skills in building key relationships. Candidates should also have experience working with diverse populations.

Key Responsibilities:
Under the supervision of the Executive Director, the Program Officer will:
• Assist the FOC team and partners in overseeing federal programmatic and financial grant compliance, including reviewing financial reports and facilitating annual site visits.
• Assist in grant management, including creating grant agreements and consultant contracts, monitoring progress, and processing payments.
• Identify organizational capacity needs of community partners, such as strategic planning, board development, financial management, fiscal management, human resources, program and operational development, and facilitate TA with support of other LISC staff or referrals.
• Facilitate and convene meetings, trainings, and peer gatherings to build partners’ capacity and provide access to resources.
• Prepare, monitor, track and manage LISC investments, performance and outcomes. Including the FOC outcomes data management system on Salesforce.
• Provide logistical and programmatic support to special events such as meetings, convenings, conferences, training workshops and tours.
• Collaborate with the FOC team to represent LISC at city-wide coalitions through professional associations locally, statewide and nationally.
• Assist in grant writing and reporting.
• Lead new initiatives as called upon to do so.
• Performs additional duties, as required.

Key Qualifications and Competencies:
• Bachelor’s degree from an accredited college or university in urban studies, planning, public health, public policy, social work, real estate, community economic development or related fields. Master’s preferred.
• Minimum 3 years program management experience.
• Experience working with federal grant compliance.
• Strong meeting facilitation skills.
• Experience working on issues of workforce development, financial stability, small business development and/or housing counseling preferred.
• Ability to work both independently and in a team setting.
• Ability to work collaboratively with co-workers and representatives from the nonprofit, philanthropic, public and corporate sectors.
• Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
• Familiarity with Houston neighborhoods is a plus.
• Strong verbal and written communication skills. Proficiency in Microsoft Office suite, particularly Microsoft Excel.
• Responsible for learning and navigating software for specific program initiatives.
• Commitment to accuracy and attention to detail.

LISC offers a competitive salary and excellent benefits. No phone calls, please.

TO APPLY: Submit cover letter and resume to cboulet@lisc.org and include “Program Officer” in the Subject line of the email.

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