POSITION TITLE: Assistant Program Officer (APO) – Economic Development
REPORTS TO: Deputy Director
JOB CLASSIFICATION: Full Time / Non-Exempt, Grade 11
LOCATION: Milwaukee, Wisconsin

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

Background
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 and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

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, LISC Milwaukee and our affiliates (the National Equity Fund and New Market Support Company) have invested over $185 million in Milwaukee's neighborhoods, including grants, loans and equity leading to more than $605 million in total development.

This role offers an exciting opportunity to work on innovative community development initiatives that are addressing equitable economic development, gentrification and displacement, income equality and racial equity in Milwaukee. This position will support capacity building and program development working in financial wellness and commercial corridor revitalization.
Key Responsibilities:

- Support Economic Development Program Officer in facilitating and growing the Brew City Match program through administrative and project management support
- Support local Financial Opportunity Center work by providing organizational resources and networking opportunities, strategic guidance, planning and project management, technical assistance and training
- Foster new and deepened relationships with community partners to support new LISC economic development programming
- Track data and develop accurate, accessible, and up-to-date grant applications and reports on grantee/partner projects and program accomplishments
- Provide logistical and programmatic support for LISC Milwaukee programming
- Perform additional duties as assigned by the Executive Director or Deputy Director
- When safe, periodically travel outside of the Milwaukee area for peer learning, training and national LISC activities about 5% annually

Qualifications

- Interest in and commitment to the community development mission of LISC
- Bachelor’s degree from an accredited college or university preferred, however, experience may be considered as a proxy
- Two(2) years or more experience in community and/or economic development with program or project management experience with community-based organizations preferred
- Working knowledge of the economic, political and social environments of Milwaukee, especially community development organizations and efforts
- Strong project management skills
- Ability to communicate effectively and work collaboratively with co-workers and a diverse range of individuals and organizations, including but not limited to: residents, community development organizations, public agencies, private developers, funders and lenders
- Proficient in Microsoft’s office productivity products: Word, Excel, Outlook, etc.
- Well-organized and detail-oriented
- Must be able to both set priorities for a challenging workload and work simultaneously on multiple tasks without compromising quality
- Grant and fund development experience preferred
- Superior interpersonal skills and the ability to work independently with minimal supervision as well as part of a team

Compensation
LISC offers a competitive salary and excellent fringe benefits.

To Apply
Submit cover letter and resume to cbenton@lisc.org. Please include “Assistant Program Officer” in the subject line of your email. **Please apply on or before August 23rd.**

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