



Local Initiatives Support Corporation

Washington, DC

POSITION TITLE:	Assistant Program Officer, Strategic Investments
REPORTS TO:	Senior Director, Equity Investment Originations
JOB CLASSIFICATION:	Non-Exempt / Full Time
LOCATION:	Washington, DC

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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 Strategic Investments**

The Strategic Investments team at LISC leads a multi-dimensional effort pursuing a range of high-impact investments that create jobs, fuel small businesses, revitalize commercial areas, improve housing, expand local incomes and make communities safer and stronger. Strategic Investments works with: **Investors** - from fundraising and structuring Impact Funds to asset and portfolio management, **Developer and Small Businesses** – from supporting real estate development and economic development and planning to asset management, and **Local Community Stakeholders** - from arranging convenings and advisory services to project and capacity building. More information can be found at <https://www.lisc.org/opportunity-zones/playbooks/>

This role offers an exciting opportunity to work on innovative community development initiatives that are addressing housing affordability, racial equity, and income inequality nationally. The Assistant Program Officer will build strong program management skills while providing administrative, communications, and research support to Strategic Investments staff on key housing and economic development initiatives. The ideal candidate will have familiarity with community development, real estate finance, housing, and economic development (academic or professional) and experience working with diverse populations.

### **Key Responsibilities**

Under the supervision of the Senior Director of Equity Investment Originations, the Assistant Program Officer will:

- Assess feasibility, financing strategies, public subsidies and conventional financing in order to determine the strength of projects
- Facilitate the creation and population of project summaries
- Assist in overseeing 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.
- Assist with management of 3<sup>rd</sup> party contractors and consultants.
- Provide logistical and programmatic support for special events such as meetings, convenings, conferences, training workshops and tours.
- Coordination of multiple person and organizations meetings, meeting prep, and agendas.
- Monitor and update internal reports and data lists across programs.
- Oversee data quality and analysis for the Rockefeller Initiative program and reporting.
- Support program specific marketing and communications, policy research, and community engagement activities.
- Write grant proposals and conduct market research where applicable for inclusion.
- Assist with other special projects and duties as assigned.

### **Qualifications**

- Bachelor's degree from an accredited college or university is preferred.
- Minimum 3 years work related financial and program experience in community development, real estate finance, housing or economic development.
- Minimum 3 years financial grant management experience including experience writing grant proposals.
- Experience in financial reporting
- Strong administrative, communications, and research skills.
- Excellent writing skills.
- Strong time management, task prioritization and planning skills.
- Ability to work collaboratively with co-workers and representatives from the nonprofit, corporate, philanthropic, and public sectors.
- Commitment to accuracy and attention to detail.
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and solution-oriented.
- Proficiency in Microsoft Office Suite and the ability to learn and navigate new software.

### **Compensation**

LISC offers a competitive salary and excellent benefits.

### **To Apply:**

Please submit cover letter and resume to Tiffany Royster at [troyster@lisc.org](mailto:troyster@lisc.org). Indicate "Assistant Program Officer" in the subject line. No calls please.

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