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 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 37 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

The Houston office of the Local Initiatives Support Corporation (LISC) seeks a Program Officer to manage our leadership development and capacity building work related to the Great Opportunities (GO) Neighborhoods initiative. GO Neighborhoods provides a community development approach that meaningfully engages residents and stakeholders in setting a vision for their neighborhood and implementing that vision through aligned programs, lending and investments.

Responsibilities:
- Program design, development and implementation of the Healthy Neighborhood Leadership Development Initiative within the GO Neighborhood initiative in collaboration with a team of consultants and community partners.
- Hire, manage and coordinate work and budgets of consultants.
- Regularly assess and refine training series curriculum that pairs the development of community building leadership skills (such as shared leadership model, facilitation, conflict resolution, planning) with content on the social determinants of health.
- Develop outreach, recruitment and communication strategy to recruit a diverse cohort of Leadership Development Program participants annually.
- Plan, host, convene and facilitate meetings, trainings, workshops, information sessions, orientations to build neighborhood partners’ capacity to access and manage resources and to build neighborhood leadership capacity for organizing and community building initiatives, as needed.
- Collaborate and coordinate program activities (including capacity building, technical assistance and representing LISC at events and meetings) with the GO Neighborhoods Program Senior Program Officer and Assistant Program Officer.
• Act as neighborhood liaison by building and maintaining relationships with GO Neighborhoods partners, residents, stakeholders, and other key organizations to support implementation of diverse and inclusive neighborhood plans, capacity building activities and community development initiatives.
• Manage internal LISC processes, including grant and contracts management.
• Prepare and manage program budgets, in consultation with relevant team members.
• Prepare funding proposals, applications, reports (internal and external), presentations, and tours as required by funders, investors and others.
• Work with communications staff to communicate success of planning and implementation efforts.
• Prepare, monitor, track and manage LISC investments, and program performance and outcomes.
• Assume responsibility for special projects and other assignments, as needed.

Qualifications:
• Bachelor’s degree from an accredited college or university in education, urban studies/planning, public health, public policy, social work, real estate, community/economic development or related fields. Master’s Degree a plus.
• Minimum 3-5 years of experience in program design, development, and management.
• Experience in community engagement/organizing or with neighborhood focused/community building initiatives preferred.
• Demonstrated understanding of Social Determinants of Health and Health Equity preferred.
• Ability to work both independently and in a collaborative team environment with co-workers and representatives from the nonprofit, philanthropic, public, and corporate sectors.
• Proven ability to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
• Excellent research, writing, analytical, organizational skills, detailed and timely attention to reporting requirements and deadlines.
• Proficiency in Microsoft Office suite, particularly Microsoft Excel. Candidate must also have the capacity to learn and navigate new software required for all LISC employees and for specific program initiatives.
• Strong facilitation skills as well as verbal and written communication skills
• Spanish language fluency is a plus.
• Position includes a significant amount of time attending external and community meetings

TO APPLY:
LISC offers a competitive salary and excellent benefits.
Submit cover letter and resume to cboulet@lisc.org and include “Program Officer” in the Subject line of the email. No phone calls, please.

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