



**Local Initiatives Support Corporation  
Position Description**

<b>Position Title:</b>	<b>Program Officer - Livability</b>
<b>Position Location:</b>	<b>Buffalo, NY</b>
<b>Job Classification:</b>	<b>Full Time / Exempt</b>
<b>Reports to:</b>	<b>Executive Director</b>

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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 34 markets with offices extending from Buffalo to San Francisco. Visit us at [www.lisc.org](http://www.lisc.org)

## Responsibilities

LISC believes that WNY's long-term success will be measured by the extent to which all individuals – regardless of income, race or zip code – have access to safe, healthy, sustainable communities with housing and economic choices that put them on the path to financial security, health and wellbeing. We envision a region where residents are connected to their communities and can plan to stay there. A place where community residents build wealth through good jobs and entrepreneurship. A place where community residents drive action to improve their neighborhoods because they feel a sense of ownership and empowerment. Where neighborhoods have strong and responsive community organizations driven by residents' needs and ideas.

Consistent with that vision, LISC WNY's 2020 Strategic Plan commits to facilitating the development and implementation of community-owned comprehensive livability investment plans (CLIPs) that recognize the complex relationship between our homes, our businesses, our neighborhoods, our work, our health, our safety, and our planet.

This position will lead that program work. Specifically, the Livability Investment Program Officer will

- Draw upon LISC precedents across the country as well as emerging best practice in the community development field, to develop a clear approach, detailed work plan, for deploying a CLIP program in WNY neighborhoods. As many of our local neighborhoods do not have a local community development agency with the capacity necessary or clear community endorsement to lead a full process, where necessary LISC will hold neutral space to incubate this critical neighborhood leadership. The approach will also include region specific challenges, cultural themes, local data sources, and funding opportunities.
- Work to pilot the approach in Masten Park, Delevan Grider and University District, building upon LISC's existing work and relationships. As community members have participated in several community and government planning efforts in the past with mixed implementation, the approach will re-convene these partners, update information, validate key community based objectives, and facilitate action. Where possible, we will connect and align with known sources of public and private funding for both shovel ready and long-term strategies to make larger investment feasible over time.
- Assist with plan implementation by brokering and investing in real estate deals when invited and appropriate; providing direct technical support; and connecting local partners to other implementation resources and partners.
- Make the program available as an open source, digital resource for self-study or deployment.
- Convene neighborhood CLIP partners as a peer learning and resource network

The successful candidate will be required to:

- Analyze, understand and explain complex community and economic development ecosystems
- Build and maintain mutually trusting relationships with and among partners including the full diversity of WNY residents and neighborhoods, community organizations, businesses, government officials, consultants, contractors
- Provide technical assistance to LISC local stakeholder partners including LISC national technical assistance and financial resources
- Organize, convene and facilitate meetings, trainings, workshops, information sessions, orientations. To accommodate our stakeholders, periodic evening and weekend work will be required. Interested candidates must be comfortable traveling and working within a wide range of neighborhood and professional settings.

- Administer government and private grants/consultant agreements; monitoring grant and consultant performance to ensure alignment with agreed scope of work; and provide oversight on disbursements and financial drawdowns including trouble-shooting and providing recommendations if issues arise.
- Prepare clearly written and visually appealing reports, such as private funder narrative/financial reports, compliance reports, and other required reports as assigned.
- Periodically travel outside of the WNY area for peer learning, training and national LISC activities.
- Perform additional duties as assigned.

### **Qualifications**

- Bachelor's degree from an accredited college or university required; graduate level education is a plus.
- Three or more years of experience in community development and/or real estate projects including housing, commercial corridor revitalization, creative placemaking, and/or community facilities
- Excellent relationship management and communications skills.
- Excellent project management, organization, and planning skills.
- Ability to work both independently and in a team setting.
- Project Management Planning training and/or certification, is a plus
- Passion for and commitment to the mission of LISC.

### **Compensation**

LISC offers a competitive salary and excellent fringe benefits.

### **To Apply**

Submit cover letter and resume to Julie Barrett O'Neill, Executive Director, at [jbarrettoneill@lisc.org](mailto:jbarrettoneill@lisc.org). Please include "Livability PO" in the subject line of your email.

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