Local Initiatives Support Corporation

POSITION TITLE: Senior Program Officer – Field Excellence
REPORTS TO: EVP, Programs
JOB CLASSIFICATION: Exempt / Full Time, Grade 14
LOCATION: New York, NY

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 41 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

Job Description:
LISC is seeking a Senior Program Officer (SPO) to join the national Field Excellence team. The Field Excellence team supports national initiatives and local offices to achieve greater effectiveness in their markets. The SPO’s responsibilities will include:
- Targeted support to bolster field staff capacity to develop and carry out local programs
- Support to field offices to achieve financial and operational objectives around strategic planning, office and staff workplans, and monitoring progress against goals
- Technical assistance to field office staff for resource development or operational goals
- Onboarding and training new staff on LISC program strategies, systems, and processes

The ideal candidate will demonstrate cultural competency working with diverse communities and a strong commitment to diversity, equity, inclusion and justice (DEIJ).

Responsibilities:
Principal areas of responsibility:

Direct Field Office Support
- Strengthen collaboration across National Programs in support of local office program priorities
- Interim program management during field office leadership and/or major staff transitions
- Help implement successful models and test pilot programs in new or developing field offices
- Preparation of talking points, memorandums, and reports with key partners, funders, prospects
- Assist with program staff hiring, and provide technical assistance and onboarding to newly-hired field staff
- Basic field office financial management reporting and analysis
- Grant portfolio analysis and management
- Proposal writing, review, and budget development
- Annual Work Plan review and technical assistance
- Draft contracts and other program actions, as needed

**National Program & Operations Coordination**
- **Cultivate external relationships and partnerships to build connections on issue-specific topical areas in the community development sector**
- Manage staff and interns
- Participation and knowledge sharing with LISC national programs and departments on special initiatives or opportunities targeted for field offices, including initiatives related to DEIJ
- Manage process for sharing and assessing internal corporate funding opportunities
- National and Regional retreat planning
- Grants and contract management, and liaison with government grants and small business grant review committee
- Coordinate with Directors of Financial Analysis and Finance and Accounting teams to enhance functionality with time allocation, fund development, reporting.
- Site assessments for new markets and local stakeholder coordination
- Participate on wide array of internal LISC affinity groups and share and coordinate with Field
- Agenda formation for regularly scheduled meetings

**Qualifications:**
The successful candidate should have:
- Master’s degree from an accredited college or university preferred; in the areas of business, planning, public administration, law, or other areas that complement LISC’s work preferred. Relevant work experience may be substituted for educational experience.
- At least 7 years of experience in community development, community organizing, or other field work in diverse urban environments with experience in program development and management and a proven track record of implementation success
- Capacity for self-direction, creative problem-solving and successfully working simultaneously on multiple tasks and projects while meeting deadlines in a fast-paced and challenging work environment
- A pro-active self-starter with the ability to work equally well independently and as part of a team, including working collaboratively with the nonprofit, corporate, philanthropic and public sectors
- Commitment to diversity, equity, inclusion and justice, and experience working in diverse communities.
- Excellent writing and verbal communication skills are essential; expert skills in, Excel and PowerPoint required; knowledge of Salesforce is preferred

**Salary**
LISC offers a competitive salary and excellent benefits.

**To Apply**
Submit cover letter and resume to fsresumes@lisc.org. No phone calls please.
Please include “Senior Program Officer” in the subject line of your email.

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