Position Description: Program Officer, Financial Opportunity Centers
Position Location: St. Paul, MN
Job Classification: Exempt / Full Time
Reports To: Executive Director

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 $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 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

LISC Twin Cities
As one of LISC’s 36 local offices, LISC Twin Cities (LISC TC) has provided capital, strategy and know-how to our local community development partners. Our work benefits one out of every five people in Minneapolis and St. Paul. Since our founding in 1988, we’ve invested nearly $1 billion of LISC resources and leveraged $3 billion in additional investments—all to support local community development projects. As a result, more than 17,000 families have access to affordable places to live; 8,000 people have improved their financial stability; and local neighborhood residents are
enjoying 2.4 million square feet of new or renovated community and commercial space. For more information, visit us at www.lisc.org/ and www.lisc.org/twin-cities.

Position Description
LISC seeks a Program Officer in its Twin Cities office, located in St. Paul, MN. The Program Officer will work under the Executive Director to support the network of FOC’s in the Twin Cities. The LISC TC FOC network supports 9 non-profit organizations in adopting an evidence-based program model proven to strengthen job retention, and increase income and wealth for participants. Through grant funding, training, technical assistance, performance accountability and network facilitation, LISC TC equips our partners to provide participant centered integrated employment services and training, financial coaching, and income supports. Our FOC program builds capacity in organizations that are led by and serving BIPOC individuals across the Twin Cities, including Black, Latinx, African and Asian communities. More information on LISC’s FOC Program can be found at: https://www.lisc.org/our-initiatives/financial-stability/financial-opportunity-centers/

The Program Officer will also work closely with the Executive Director and other staff to support program work, particularly ensuring that grant management and compliance across all program areas is timely and accurate and programs are administered smoothly and effectively. Responsibilities include the development of FOC strategy, program management, technical assistance, grant administration and compliance, and facilitation of a growing network of 8 organizations. The successful candidate must have a strong commitment to racial equity and be able to build relationships with FOC partners and external partners in the fields of workforce development, financial capability and public benefits systems. Ideal candidates will be proactive, well organized, possess outstanding administrative and computer software skills, able to handle multiple tasks, able to complete work within given deadlines, have excellent oral and written communication skills, and be able to relate well with others.

Essential Duties

- Responsible for program expansion and successful execution and strategic alignment of LISC TC FOC program, which includes supporting economic development, and income and wealth building in the Twin Cities region.
- Prepare and oversee grants and contracts and manage program budgets; administer grants/consultant agreements; monitor grant and consultant performance to ensure alignment with agreed scope of work; and provide oversight on disbursements and financial drawdown including troubleshooting and providing recommendations if issues arise.
- Track progress on programmatic milestones. Conduct research, gather and evaluate data to ensure programmatic outcomes. Prepare, monitor and track performance and outcomes of grant recipients in LISC’s Family Financial Tracking™ (FFT) database for FOCs.
- Coordinate and facilitate monthly peer group meetings, trainings and other meeting logistics and events.
• Provide technical assistance to grantees and community partners on grants and contract management compliance and organizational development to support the successful implementation of the FOC model.
• Prepare clearly written reports, such as private funder narrative/financial reports, compliance reports and other required reports for the Twin Cities Local Advisory Committee and as assigned.
• Work with LISC TC staff and the National LISC Family Income and Wealth Building team to develop, launch and manage new programmatic initiatives, including drafting concept papers and contributing to fund development and policy proposals.
• Represent LISC Twin Cities on committees, funders groups and industry collaboratives.

Qualifications
• Bachelor’s degree from an accredited college or university in Finance, Business Administration, Accounting, Nonprofit Management or related field. Master’s Degree a plus.
• Minimum 5 years of experience in community development, human services or nonprofit field.
• Experience in meeting facilitation, data analysis and evaluation.
• Experience leading organizational development with workforce, financial capability or public benefits programs.
• Experience with government and private grant management.
• Knowledge of community development and the neighborhoods of the Twin Cities preferred.
• Strong relationship building skills.
• Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload.
• Excellent writing and communication skills.
• Ability to analyze conceptual and quantitative information.
• Creative problem solving skills.
• Proficient in Microsoft Office Suite, including (database, presentations, and internet/social media).
  Experience in Salesforce preferred.
• Ability to work independently and as a part of a team in a fast-paced environment.
• Commitment to the community development sector and the critical role of nonprofit organizations in driving racial equity, economic justice and social change.

LISC offers a competitive salary and excellent benefits.

To Apply
Email a resume and cover letter to CRamnarine@lisc.org. Please include “FOC Program Officer” in the subject line of your email.

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