Position Description

Position Title: Program Officer – Housing & Capacity Building
Position Location: Richmond, VA
Job Classification: Exempt / Full Time
Reports to: Senior Program Officer

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 $24 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 nearly 40 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org

The LISC Virginia office has served the region for 32 years with focused lending and programming in affordable housing, economic development, and financial stability. Our work is rooted in the critical importance of ensuring diversity, equity, inclusion, and justice. For more information, please visit us at www.lisc.org/virginia

Description and Key Responsibilities
LISC Virginia seeks a self-motivated and qualified individual passionate about affordable housing, equitable development, and safe and healthy neighborhoods for a Program Officer position. This individual will be responsible for the daily coordination of the LISC Virginia Regional Affordable Housing Initiative, including developing new strategies and metrics to support aspects of LISC’s capacity building, health, and housing work. The Program Officer will work closely with the Senior Program Officer to ensure successful implementation of strategic partnerships and requires a strong commitment to the role of community-based non-profit organizations
as well as an understanding of the broader community development ecosystem in the Richmond region. This person must have the capacity to simultaneously work on multiple tasks, set priorities for a challenging workload with great organization, initiative, attention to detail, and timely follow-through, as well as high standards for accuracy and efficiency. The Program Officer reports directly to the Senior Program Officer.

**PRIMARY RESPONSIBILITIES**

- Coordinate LISC VA’s regional affordable housing partnerships. This includes working with strategic partners to research, develop, identify metrics for, launch, and manage new programmatic initiatives, databases, and resources to further affordable housing production and preservation.
- Support LISC VA’s CDC (Community Development Corporations) Network, resident leadership development, and resident engagement by developing new programmatic initiatives and managing existing strategic initiatives.
- Coordinate work across sectors with partners, advocates, local government, and others to advance health-equity in affordable housing.
- Increase opportunities for affordable housing production and preservation, thru changes in public policy and providing access to capital, technical assistance, and capacity building.
- Design and administer homeownership programs (including loan and grant programs) that foster wealth building, rehabilitation/repairs, affordable housing preservation and single family development.
- Support the Executive Director, Senior Program Officer and other relevant LISC VA staff on project specific tasks, such as designing and implementing strategies that support homeowners of color to access and deploy financial resources that achieve and/or build wealth through successful preservation of home assets and transfers of home value to future generations.
- Engage, as needed, legal and professional services required to investigate and provide pathways to resolve legal, tax and probate related challenges that can diminish, or effectively block, homeowners from accessing equity in their homes.
- Explore opportunities to replicate impactful housing strategies in a way that is tailored to meet municipal/neighborhood programmatic and housing ecosystem conditions.
- Coordinate with LISC national housing, capacity building, and preservation working groups to share national resources and knowledge with local partners.
- Support LISC capacity building work by identifying organizational capacity needs of community partners and facilitate delivery of technical assistance.
- Assist with facilitating and convening meetings, trainings, workshops, information sessions, and/or orientations to build partners’ capacity and access to resources.
- Represent LISC VA in coalitions, working groups, and other forums related to affordable housing and capacity building. 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.
- Build and maintain mutually trusting relationships with convening (“lead”) agencies, relevant municipal officials, consultants, contractors, community leaders, residents and other stakeholders to support the implementation of LISC goals.
- Perform all other duties as assigned.
QUALIFICATIONS
A successful candidate will have the following expertise and experience:

- Bachelor’s degree from an accredited college or university in Business Administration, Finance, Economics/Urban Planning, Community Development, Urban Studies, Real Estate Development/Finance, Nonprofit Management or related fields or commensurate equivalent experience can be applied as proxy
- Minimum 5 years of relevant work experience and willingness to create a positive and productive work environment.
- At least 3 years of community development experience, with strong emphasis on work in housing, community development, real estate, capital development, and community revitalization, with familiarity of working with community-based partners and cross-sector engagement.
- Knowledge of affordable homeownership development and finance strongly encouraged.
- Demonstrated ability and facility in the fundamentals of housing finance; knowledge of Excel required.
- Familiarity with federal housing finance and subsidy programs.
- Commitment to diversity, equity, inclusion, and racial justice, and dedicated to embedding these values across all programmatic activities.
- Experience working with complex non-profit or for-profit data and financial management systems, including program and case management, budgeting, grants and contract management.
- Highly motivated, solution-oriented, entrepreneurial individual who is self-directed, and able to successfully balance multiple priorities, be flexible, and work in a fast-paced environment.
- Flexibility to effectively collaborate and provide high level of customer service to clients and colleagues, present information, and write cohesive reports for audiences with varying degrees of expertise.
- Prior experience with federal grant monitoring and compliance is beneficial.
- Spanish language comprehension and fluency preferred, but not required.

Compensation
LISC offers a competitive salary and an excellent benefits package.

To Apply
Please send cover letter and resume to eflanagan2@lisc.org with subject line of “Program Officer”.

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