Position Description

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 $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 38 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 state and Puerto Rico. Visit us at www.lisc.org

Position Description
LISC National Sports & Recreation Program is seeking a skilled and experienced professional to serve as a Program Officer, who will work across all LISC markets served by the Sports & Recreation program funded through the NFL, Foot Locker, Arthur M. Blank Family Foundation, and ESPN programs, The program officer will provide technical assistance to the National Sports & Recreation team, local LISC office staff and grantees funded by Sports & Recreation funders. The position will also assist in developing new program initiatives consistent with emerging priorities within the LISC Sports & Recreation Program and the LISC National strategic framework, including programs that promote diversity, equity, inclusion and justice (DEIJ).

Responsibilities
Principal areas of responsibility will include:

- Facilitate and project manage grants awarded through Sports & Recreation Program including: evaluation of proposal submissions and requests, creation of program actions, track and monitor progress of awarded recreation projects,
- Assist with preparation of reports and supporting materials, and communicate to local office staff about grant commitments, expectations, and activities.
- Assist in the development and execution of a communications plan to raise LISC’s Sports & Recreation profile among existing funders and potential partners. This will include improving and driving traffic to the website, improving the e-newsletter, and developing a regular social media presence.
- Create regular content for the LISC Sports & Recreation website, social media accounts, and e-mail platform.
- Assist in the development and coordination of annual impact reports to capture the achievements of the Sports & Recreation Program. Work in coordination with local program offices to gather program related stories and data.
- Assist with communication efforts to highlight program successes.
- Prepare reports as required by funders and grant deliverables and maintain master calendar of reporting requirements.
- 10% domestic travel required
- Perform other related duties as assigned.

Qualifications:

- Bachelor’s Degree from an accredited college or university required; Master’s degree preferred.
- Demonstrated experience in youth development, sports and recreation programming, civic/community engagement and project management activities.
- Demonstrate some knowledge in developing communication plans and strategies.
- Demonstrated experience creating content for website, social media, and email.
- Ability to strategically implement LISC’s program goals.
- Work simultaneously on multiple tasks and projects, set priorities and coordinate with multiple internal and external parties to meet project guidelines.
- Ability to work effectively and collaboratively with internal and external partners
- Familiarity with Microsoft Office Suite, Salesforce, MS Teams, Box, WEBEx preferred

Compensation:
LISC offers a competitive salary and excellent fringe benefits

To Apply:
Submit cover letter and resume to: SportsandRec@lisc.org. Please include “Program Officer” in the subject line of your email.

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