Position Description: Assistant Program Officer

Reports to: Program Officer – Income and Asset Building

Job Classification: Non-Exempt/ Full Time

Position Location: Hartford, CT

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 states and Puerto Rico. Visit us at [www.lisc.org](http://www.lisc.org)

Background

LISC Connecticut is a local organization within National LISC, the nation’s largest Community Development Financial Institution (CDFI). LISC Connecticut has more than 35 years of experience working as a catalyst for community reinvestment in Hartford and across the state. It helps resident-led, community-based development organizations transform distressed neighborhoods into healthy places to live work, worship, do business and raise families. Since 1985, LISC Connecticut has invested $85 million in Connecticut’s cities, suburbs, and rural communities, and leveraged an additional $818 million for community improvements.

LISC Connecticut established a network of 10 FOCs in the fall of 2020 and has renewed 6 FOCs in 2022. Nationally, LISC supports a national network of more than 100 Financial Opportunity Centers (FOCs) in more than 30 cities across the country. FOCs focus on the financial bottom line for low-to- moderate income individuals. This means changing people's financial behavior in a way that encourages them to make a long-term commitment to increasing income, decreasing expenses, and acquiring assets. In the short term, LISC is also seeking for FOCs to help people recover from the economic impacts of COVID-19. Visit [www.lisc.org/connecticut-statewide](http://www.lisc.org/connecticut-statewide).

Position Description

LISC Connecticut seeks to fill an Assistant Program Officer position. The Assistant Program Officer will work under the Program Officer – Income and Asset Building to support LISC Connecticut’s Financial Opportunity Centers (FOCs), and under the Fundraising & Communications Program Officer to assist in external FOC communications and all aspects of the FOC grant writing and reporting process. LISC is seeking a solution-oriented professional with the capacity to work simultaneously on multiple tasks and projects, take initiative, and set priorities for a challenging workload.
Key Responsibilities
Under the supervision of the Program Officer – Income and Asset Building (and Fundraising and Communications Program Officer for related responsibilities), the Assistant Program Officer will:

FOC Program (50%)
- Provide logistical and programmatic support to the FOC Network through the coordination and facilitation of meetings, conferences, trainings, and workshops, including the Quarterly Peer Learning Sessions for site partners.
- Support in the planning and preparation necessary to smoothly transition two or more FOC sites to Bridges to Career Opportunity (BCO) centers by early 2023.
- Review monthly data and quarterly narrative reports submitted by FOC site partners.
- Oversee data quality and analysis for the FOC outcomes data management system.
- Develop accurate, accessible, and up to date information on grantee accomplishments and projects and program data for reporting performance measurement.
- Provide technical assistance to FOC site partners as needed.
- Submit and track grant payments to FOC partner sites and provide other grants management support as needed.

Fundraising (40%)
- Develop/revise overall plan for raising funds to support FOCs, in collaboration with the Fundraising and Communications Program Officer.
- Prepare and submit grant proposals and reports to maintain, expand and, increase FOC/BCO funding opportunities.
- Build upon relationships with current and potential funding partners through meetings and events.

Communications (10%)
- Develop and implement a communications plan for FOCs, in collaboration with the Fundraising and Communications Program Officer
- Write stories and press releases on FOCs, develop connections with media, and use social media platforms to promote FOCs.
- Provide logistical and event planning support, in collaboration with the Fundraising and Communications Program Officer, for the annual FOC Open House for community partners

Perform all other special projects and duties as assigned.

Qualifications
- Bachelor’s degree from an accredited college or university, or equivalent experience may be considered
- Minimum of 2 years of experience in a nonprofit setting.
- Excellent oral and written communication skills.
- Commitment to accuracy and attention to detail.
- Experience analyzing conceptual and quantitative information.
- Capacity to be a solution-oriented professional and work simultaneously on multiple tasks and projects.
- Capacity to set priorities for a challenging workload and take initiative.
- Commitment to diversity, equity, inclusion and justice and commitment to embed these values into FOC programming efforts.
- Excellent range of computer skills and knowledge of computer software applications (must know MS Office suite, and internet/social media).
- Experience working independently and collaboratively with co-workers and stakeholders from the nonprofit, corporate, philanthropic, and public sectors.
• Interest in the community development sector and the critical role of nonprofit organizations in driving social change and preserving the unique cultural heritage of neighborhoods.
• Interest in economic development, workforce development, financial stability, and integrated service delivery.
• Grant writing and fundraising experience preferred.
• Experience with Microsoft Office Suite and Salesforce preferred.

Travel
20% regional travel required, once LISC resumes in-person work requirements, mostly in-state to visit sites.

Compensation
LISC offers a competitive salary and excellent fringe benefits.

To apply, please send cover letter and resume via email to: aberry@lisc.org with “Assistant Program Officer” in the subject line.

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