POSITION TITLE: Assistant Program Officer, LISC Lending
REPORTS TO: Economic Development Lending Manager
JOB CLASSIFICATION: Non-Exempt / Full Time
LOCATION: Washington, DC

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 $20 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

Background
A core function of LISC is its operation as a loan fund. LISC provides various loan products to a wide array of project types. All loans are subject to oversight by LISC’s Lending Department. In 2019, LISC closed $265 million in new loan commitments, and the outstanding loan portfolio as of November 2020 was $507 million.
LISC seeks an **Assistant Program Officer** in its national lending department. This position will support the economic development lending team, which focuses on LISC’s commercial and small business loan portfolio.

The Assistant Program Officer will build strong project management skills while providing administrative support, undertaking data compliance efforts, and supporting grant management, including proposal writing and reporting. The Assistant Program Officer will collaborate closely with other departments, including Finance, Accounting, and Development. The successful candidate must be proactive, well organized, able to work with diverse partners, and have excellent oral and written communication skills.

**Key Responsibilities**

Under the supervision of the Economic Development Lending Manager, the Assistant Program Officer will:

- Assist in overseeing programmatic and financial grant compliance, including narrative and financial reporting.
- Monitor and update internal reports and data lists to ensure grant and loan capital compliance.
- Write grant proposals for national funding requests for economic development and small business lending support.
- Assist with management of third party contractors and consultants.
- Provide logistical and programmatic support for special events such as internal and external trainings, funder meetings, conferences, etc.
- Provide technical assistance to LISC field staff and community partners as needed.
- Assist with other special projects and duties as assigned.

**Qualifications**

- Bachelor’s degree from an accredited college or university is preferred.
- Minimum 2 years work related financial and program experience in community development, real estate finance, or economic development and/or grant management experience including experience writing grant proposals.
- Strong administrative, communications, and research skills.
- Excellent writing skills.
- Strong time management, task prioritization and planning skills.
- Commitment to accuracy and attention to detail.
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and solution-oriented.
- Proficiency in Microsoft Office Suite and the ability to learn and navigate new software.
Compensation
LISC offers a competitive salary and excellent benefits.

To Apply:
Please submit cover letter and resume to Jessica Hanmer, jhanmer@Lisc.org. Indicate “Assistant Program Officer” in the subject line. No calls please.

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