LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

Position Title: Assistant Program Officer – Food Systems
Position Location: Indianapolis, IN
Job Classification: Non-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, health, 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 42 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

JOB DESCRIPTION

LISC Indianapolis seeks a multi-skilled individual with a passion for strengthening communities through community development initiatives that address the social determinants of health to build health equity. The Assistant Program Officer will provide
technical assistance to organizations, monitoring and implementation of grants, and administrative support to program staff on key health equity initiatives, with a particular focus on food systems development. The candidate will have familiarity with community development, economic development, health equity, food systems, and experience working with diverse populations. The Assistant Program Officer will collaborate closely with other staff to help deliver community-based initiatives and collaborate with our partners to increase health equity for Indianapolis residents. Significant time will be spent supporting the development of a sustainable local food system.

The candidate must be proactive, well organized, possess outstanding program assessment and development skills, able to work with diverse partners and communities, have excellent oral and written communication skills, and be able to work in a team and relate well with others. The job requires that a significant amount of time be spent in the community with the flexibility to attend evening meetings or events/activities as appropriate.

Key Responsibilities:
- Assist in overseeing programmatic and financial grant compliance for nonprofit partners, including reviewing financial reports and facilitating annual site visits
- Assist in grant management, including overseeing selection process, providing assistance in processing grant agreements and consultant contracts, and monitoring progress
- Monitor and update internal reports and conduct data analysis across programs and initiatives
- Provide support to LISC Indianapolis marketing and communications, policy, and community engagement activities
- Develop creative approaches for measuring and communicating the local LISC impact in the community as a thought-leader, convener, and investor
- Engage and lead collaborations with local residents, nonprofit organizations, community stakeholders, and policymakers around equitable food access and other health equity initiatives
- Support office-wide fundraising by managing deadlines, writing grant applications, and reporting
- Engage the Local Advisory Board in LISC’s work, including reviewing and determining grant awards and communicating our work to the public
- Assist with other special projects and duties as assigned

Key Qualifications and Competencies
- Bachelor’s degree from an accredited college or university, or equivalent professional experience
- Minimum two years of professional experience in community development experience
- Minimum two years project management and grant writing experience
- Working knowledge of community development initiatives that support health equity, such as housing, economic development, or community planning -
knowledge of the Indianapolis area community development programs a plus
• Experience with grant and federal grant monitoring and compliance is preferred
• Solution-oriented individual who is self-directed, and able to successfully work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional
• Commitment to accuracy and attention to detail
• Work collaboratively with co-workers and representatives from the nonprofit, philanthropic, public and corporate sectors and operate in a team setting
• Strong verbal and written communication skills; ability to write clear and concise business communications such as memos, reports, policies, and procedures
• High level of proficiency in Microsoft Office Suite. Ability to learn and navigate new software for specific program initiatives. Knowledge of online programs like Salesforce and Box/Dropbox/Google Drive is beneficial.

COMPENSATION
LISC offers a competitive salary and excellent benefits.

TO APPLY
Please send Cover Letter and Resume via email with “LISC Indianapolis – Assistant Program Officer” in the subject line to: scummings@lisc.org

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