Local Initiatives Support Corporation
Position Description

POSITION TITLE: Program Officer – QOL/Great Places
REPORTS TO: Senior Program Officer- Housing
CLASSIFICATION: Exempt / Full Time, Grade 13
LOCATION: Indianapolis, IN

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 37 markets with offices extending from Buffalo to the Bay Area and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

LISC Indianapolis

LISC is a national non-profit organization that provides financial and technical assistance to community development organizations working to improve housing and economic conditions in inner-city neighborhoods and lower-income communities. LISC Indianapolis works to revitalize urban neighborhoods and improve the quality of life of residents to increase life expectancy by addressing the social determinants of health. Visit us at liscindianapolis.org.
RESPONSIBILITIES

At the direction of the Senior Program Officer-Lending the PO will work closely with other Program Officers to manage our capacity building and collective impact strategies related to the Quality of Life Neighborhoods, Great Places (QOL/GP) and Cultivating Communities initiatives. The PO will engage stakeholders in implementing their neighborhood plans through aligned programs, grant making, technical assistance and facilitating LISC equity and lending investment as appropriate. This role will develop, manage, and oversee all aspects of programming, grants, implementation, and supervision of QOL/GP efforts. This role will support participants in the Cultivating Communities initiative to achieve related goals, objectives and strategies included in their neighborhood plans. The PO will also support efforts of LISC Indianapolis and its partners to improve social determinants of health with an emphasis on building social capital and removing barriers to economic and housing opportunity in disinvested neighborhoods.

Quality of Life Plan/Great Places Implementation:

- Coordinate efforts to implement and sustain collective impact strategies and implementation of Quality of Life plans and the Great Places 2020 initiative.
- Convene partners through QOL and Great Places Civic infrastructure including the Steering Committee, Action Teams, and Community of Practice.
- Plan, host, convene and facilitate meetings, trainings, workshops, information sessions, orientations to build neighborhood partners’ capacity to access and manage resources and to build neighborhood leadership capacity for organizing and community building initiatives
- Support partners and conveners and their relationship with LISC by actively engaging with partners to address capacity gaps through technical assistance.
- Identify opportunities in neighborhoods as it relates to livability, housing, economic development, education, and lending.
- Support LISC’s efforts to connect neighborhood residents to opportunity jobs by linking economic development with talent development.
- Monitor grants and other contracts to ensure compliance and timely reporting.
- Identify funding opportunities and develop relationships with partners.
- Assist with research and development of concept papers, funding proposals, progress reports, LISC sub-grants, associated financial claims, and compliance monitoring.
- Track data using internal systems and produce written progress reports.
- Promote LISC financing and collaborative efforts to connect neighborhood partners to financing.
- Act as neighborhood liaison by building and maintaining relationships with neighborhood partners, residents, stakeholders, and other key organizations and support implementation of neighborhood plans, capacity building activities and community development initiatives.
- Assist with scheduling, agenda planning, and reporting on meetings including group training created/delivered by internal staff and/or external partners or consultants.
- Assist in the development of curricula, training materials and teaching tools regarding best practice strategies and techniques for addressing the social determinants of health through community development.
- Prepare funding proposals, applications, reports (internal and external), presentations, and tours as required by funders, investors and others.
- Understand and maintain relationships in the community development sector to create linkages between community-based organizations
- Work with communications staff to communicate success of planning and implementation efforts.
- Prepare, monitor, track and manage LISC investments, and program performance and outcomes.
- Build neighborhood health by collaborating and coordinating capacity building and technical assistance with other Program Officers/staff.
- Prospect for opportunities to finance food access points, and neighborhood based quality healthcare
- Perform additional duties as needed.
QUALIFICATIONS:

- Bachelor’s degree from an accredited college or university in education, urban studies/planning, public health, public policy, social work, real estate, community/economic development or related fields. Master’s Degree a plus.
- Five (5) years’ experience in community engagement/organizing or with neighborhood focused/community building initiatives preferred.
- Demonstrated understanding of Social Determinants of Health and Health Equity.
- Ability to develop and maintain various program and financial tracking systems.
- Self-motivated, sharp, and abreast of current the economic, political, and social environment of Indianapolis and their impact on our work.
- Clear experience in working with people of diverse racial, ethnic, economic, social and educational backgrounds and ability to inspire trust, organize and lead people to work effectively together.
- Ability to work both independently on multiple tasks and projects in a collaborative team environment with co-workers and representatives from the nonprofit, philanthropic, public, and corporate sectors.
- Spanish language fluency a plus.
- Excellent research, writing, analytical skills and timely attention to reporting deadlines.
- Proficiency in Microsoft Office suite, particularly Microsoft Excel. Candidate must also have the capacity to learn and navigate new software for specific program initiatives.
- Must be available to work evenings and weekends as required. Some travel may be required, up to 15% annually.

COMPENSATION
LISC offers a competitive salary and excellent fringe benefits.

TO APPLY
Please send a cover letter and resume via email with *QOL/Great Places Program Officer* in the subject line to: IndyAA@lisc.org

NO PHONE CALLS PLEASE

LISC is an equal opportunity employer committed to DIVERSITY, EQUITY, INCLUSION AND JUSTICE.