



LOCAL INITIATIVES SUPPORT CORPORATION
Position Description

POSITION TITLE: Program Officer
REPORTS TO: Executive Director
JOB CLASSIFICATION: Exempt / Full Time
LOCATION: Phoenix, AZ

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

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

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.

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 38 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. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

Headquartered in New York City, LISC's reach spans the country from East coast to West coast in 32 markets with offices extending from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at www.lisc.org

For more information about LISC's work in Phoenix visit www.liscphoenix.org

LISC Phoenix is seeking a Program Officer to provide program strategy, fund development, and implementation that supports the advancement of our place-based initiatives.

KEY RESPONSIBILITIES:

- Provide project and relationship management to implement place-based community development initiatives including commercial corridor revitalization, small business technical assistance, and healthy communities.
- Create linkages between community-based organizations by collecting information and identifying new or potential partners that support local community development efforts.
- Develop and maintain relationships in the community development sector, by participating and representing LISC Phoenix on local coalitions and workgroups, and responding diligently to partner requests.
- Provide grants management, including administering LISC grants (government and private) that help strengthen CDCs and build their capacity to deliver sustainable programs on a neighborhood level, monitor grant progress to ensure performance delivery, and provide technical assistance to grantees by connecting to national best practices.
- Identify and research fundraising prospects to raise revenue to support programs/initiatives, participate in funders meetings with Executive Director, lead grant writing efforts – including development of framework, program design and strategic alignment – and manage a funder’s collaborative.
- Work with Executive Director to ensure program alignment with office’s strategic plan priorities and work plan.
- Perform other related duties as assigned.
- Some travel may be required.

QUALIFICATIONS:

- Bachelor degree from an accredited college or university required.
- At least five years’ program management experience in community development, economic development, entrepreneurship support, healthy communities planning and/or related field work in diverse urban environments.
- Knowledge of the economic, political and social environments of the Phoenix-metro area, especially lower-income neighborhoods, organizations, and community development efforts.
- Experience in non-profit fundraising with proven history of developing successful grant strategies and securing small to midsize grants.
- Experience planning and facilitating meetings, workshops and events.
- Ability to work collaboratively with co-workers and representatives from the nonprofit, corporate, philanthropic, and public sectors.
- Capacity to work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Excellent writing and verbal communication skills.

Compensation: LISC offers a competitive salary and excellent benefits.

To Apply: Please include cover letter and resume via email to Frieda Pollack, fpollack@lisc.org

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY & INCLUSION**