Local Initiatives Support Corporation

Position Title: Assistant Program Officer – Communications and Resource Development
Position Location: Philadelphia, PA
Job Classification: Non-Exempt / Full Time
Reports to: Executive Director

ORGANIZATION

Local Initiatives Support Corporation (“LISC”) is a national non-profit organization that works with residents and partners to forge resilient and inclusive communities of opportunity across America - great places to live, work, visit, do business and raise families. We:

- Help deliver innovative solutions to challenges and opportunities for people and communities across America;
- Invest in under-resourced places and people;
- Ensure successful implementation of community initiatives;
- Connect stakeholders and resources to the country’s most challenged neighborhoods; and
- Build resilient people and places through our public policy leadership.

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. 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 31 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.

POSITION DESCRIPTION

The Communications & Resource Development Assistant Program Officer will be responsible for communicating the mission, value and impact of Philadelphia LISC to funders, community partners, and other community development entities; implementing the communications plan; and cultivating financial support through foundation grants, corporate and individual donations, and event sponsorships. This
The position reports to the Executive Director and collaborates with other staff. Specific responsibilities will include:

**Responsibilities**

**Communications (approximately 50% of responsibilities)**
- Assist Executive Director, Deputy Director, and other staff in refining and implementing the overall communications strategy for Philadelphia LISC office.
- Manage communications consultants/contractors, including public relations firms, writers, photographers and graphic designers.
- Maintain Philadelphia LISC website and social media accounts, including Twitter, Facebook and Instagram.
- Manage design, production and distribution of a quarterly Philadelphia LISC e-newsletter.
- Manage design, production and distribution of an annual report.
- Assist in the design and production of presentations and publications such as slide decks, fact sheets, media kits, program brochures, etc.
- In conjunction with Executive Director and consultants, coordinate media relations through press releases and serve as press contact with local media outlets.
- Assist Executive Director with quarterly communications reports to the Philadelphia LISC Local Advisory Board.
- Coordinate with national LISC communications team as needed
- Maintain and update the image archive.

**Resource Development (approximately 50% of responsibilities)**
- Assist Executive Director, Deputy Director in implementing Philadelphia LISC’s resource development strategy
- Manage program and administrative staff and consultants in prospecting, writing and submitting grant proposals
- With program and administrative staff, ensure that all reports to funders are timely submitted.
- Support Executive Director in research, cultivation and stewardship of funding relationships.
- Manage donor acknowledgement process, including writing acknowledgement letters.
- Maintain database tracking fundraising campaigns and donor status
- Maintain donor contact information
- Assist Executive Director in engaging with the Philadelphia LISC Resource Development Committee.

**Qualifications**
- Excellent written/verbal communication skills and editorial judgment
- Fundraising and/or communications experience in a nonprofit organization
- Self-starter and team-player comfortable managing multiple demands, and working in a collaborative work environment
• Keen interest in and commitment to the community development mission of LISC
• A Bachelor’s degree and 3 years of related experience are required; graduate level education is a plus
• Experience in PowerPoint and Microsoft Office Suite
• Expertise in Adobe design software, especially InDesign, is a plus
• Professional or educational experience in the community development field is desirable

Compensation

Competitive salary, excellent benefits.

To Apply

Submit cover letter and resume by February 22, 2019 to: Melissa Kim, Deputy Director, at mkim@lisc.org. Please include “APO Communications and Resource Development” in the subject line of your email.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION