



**Local Initiatives Support Corporation**

**Position Title: Program Officer, Community and Economic Development**

**Position Location: Philadelphia, PA**

**Job Classification: Non-Exempt / Full Time**

**Reports to: Deputy Director**

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## **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 32 markets with offices extending from Buffalo to San Francisco. Visit us at [www.lisc.org](http://www.lisc.org).

**Philadelphia LISC** is the Philadelphia chapter of LISC. As champions for equitable community development, Philadelphia LISC works alongside partners to transform underinvested neighborhoods into healthy, sustainable communities of choice and opportunity. Since 1980,

Philadelphia LISC has invested \$435 million and leveraged \$1.5 billion in Philadelphia's neighborhoods to build or preserve 8,500 affordable homes and develop 2.3 million square feet of retail, community and educational space.

## **POSITION DESCRIPTION**

Philadelphia LISC seeks a Program Officer to lead the execution of a holistic and strategic approach to community economic development that results in transformative and equitable outcomes envisioned by the communities we serve. The Program Officer will be responsible for the community and economic development program portfolio, which focuses on equitable development and includes community engagement, commercial corridors, creative placemaking and community safety. The ideal Program Officer does not need to be an expert in each of these areas, but should have enough familiarity with them to implement them as part of a wide range of community development strategies to advance LISC's mission. These include building the capacities of community-based partner organizations; strengthening collaborations across sectors and industries and among community-based organizations, anchor institutions, and other corporate, civic and public sector organizations; identifying and leveraging investment opportunities; and advocating for policy and systems innovations. The ideal Program Officer also should be committed to results-oriented implementation that continuously draws from applied learning and evaluation. The Program Officer reports to the Deputy Director, manages 1 staff member on the community and economic development team, and collaborates with other staff in the Philadelphia and National LISC offices.

## **SPECIFIC JOB RESPONSIBILITIES**

- Design and implement solutions to community/economic development issues utilizing LISC's suite of programs, financing products and other tools. Coordinate projects and activities with Philadelphia LISC Housing & Health and Lending (real estate development and small business) Program Officers and National LISC Program staff as appropriate.
- Strengthen community-based organizations' resource, organizational, programmatic, networking and political capacities by providing funding, strategic guidance, planning and project management, technical assistance, and training.
- Develop solid and respectful working relationships with community-based partner organizations and grantees. Maintain an in-depth knowledge of their organizational conditions, programs and projects.
- Work with other staff in developing strategic collaborations with and among community-based organizations, anchor institutions, and other corporate, civic and public sector organizations to leverage LISC's capabilities.
- Plan, convene and facilitate meetings, trainings and workshops.
- Prepare and manage program budgets, in consultation with the Deputy Director and staff.
- Manage grants/contracts between LISC and community-based organizations, through the lifecycle of the contract, including negotiation, drafting, execution, monitoring compliance, evaluating performance, and maintaining contractual records.
- Manage grants/contracts between LISC and its funders.

- Manage contracts between LISC and its consultants.
- Assist the Resource Development team in identifying funding opportunities and preparing proposals, applications, reports, presentations and tours.
- Supervise 1 staff member and possibly 1 intern.
- Assume responsibility for special projects and other assignments, as needed.

### **Qualifications**

- Bachelor's degree from an accredited college or university required; graduate level education is a plus.
- 5+ years experience in community/economic development or related field. Program or project management experience in or with community-based organizations is strongly preferred.
- Keen interest in and commitment to the community development mission of LISC.
- Highly motivated, solution-oriented individual who is self-directed, and able to successfully balance multiple priorities and time-bound projects/programs.
- Team-player skilled at collaboratively designing and implementing solutions.
- Skilled at facilitating meetings.
- Highly skilled at project management.
- Strong listening skills.
- Aptitude for applied learning.
- Working knowledge of the economic, political, and social environments of Philadelphia, especially lower-income neighborhoods, organizations, and community development efforts.
- Ability to interact with a diverse range of individuals and organizations, including but not limited to, residents, community development organizations, public agencies, private developers, funders and lenders.
- Attention to detail and deadlines, especially in the areas of contracts management and reporting.
- Experience and knowledge in government contracts management and compliance a plus.

### **Compensation**

LISC offers a competitive salary and excellent fringe benefits.

### **To Apply**

Submit cover letter and resume to Melissa Kim, Deputy Director, at [mkim@lisc.org](mailto:mkim@lisc.org), no later than September 16, 2019. Please include "Program Officer" in the subject line of your email. No phone calls please.

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