



LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

POSITION TITLE:	Assistant Program Officer (APO) – Community Development
REPORTS TO:	Executive Director
JOB CLASSIFICATION:	Full Time / Non-Exempt, Grade 11
LOCATION:	Cleveland, Ohio

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

Background

Over the last 40 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.

LISC Cleveland is a local office within National LISC, the nation's largest Community Development Financial Institution (CDFI). LISC Cleveland is committed to investing grants, loans, and equity into efforts led by community based development organizations to transform distressed neighborhoods into healthy places to live, work, worship, do business and raise families. Through our local office and our national affiliates (the National Equity Fund and New Market Support Company), we will also work with and lend to for-profit entities that share our community development mission and goals.

This role offers an exciting opportunity to work on innovative community development initiatives that are addressing equitable economic development, income equality and racial equity in Cleveland and Northeast Ohio. This position will also support capacity building and program development working in financial wellness, commercial corridor revitalization, and housing.

Key Responsibilities:

- Support local community and economic development efforts through administrative and project management support
- Seed and support the establishment of three Financial Opportunity Center sites over the next two years
- Facilitate an RFP process and evaluation efforts for the anticipated Financial Opportunity Centers sites and provide organizational resources and networking opportunities, strategic guidance, planning and project management, technical assistance, and training for each site
- Foster new and deepened relationships with community partners to support new LISC economic development, housing, and community development programming
- Track data and develop accurate, accessible, and up-to-date grant applications and reports on grantee/partner projects and program accomplishments
- Provide logistical and programmatic support for LISC Cleveland programming
- Perform additional duties as assigned by the Executive Director
- When safe, periodically travel outside of the Cleveland area for peer learning, training and national LISC activities about 5% annually

Qualifications

- Bachelor's degree from an accredited college or university preferred, however, experience may be considered as a proxy
- Two (2) years or more experience in community and/or economic development with program or project management experience with community-based organizations preferred
- Interest in and commitment to the community development mission of LISC
- Working knowledge of the economic, political, and social environments of Cleveland and Northeast Ohio, especially community development organizations and efforts
- Strong project management skills
- Ability to communicate effectively and work collaboratively with co-workers and a diverse range of individuals and organizations, including but not limited to residents, community development organizations, public agencies, private developers, funders, and lenders
- Proficient in Microsoft's office productivity products: Word, Excel, Outlook, etc.
- Well-organized and detail-oriented
- Must be able to both set priorities for a challenging workload and work simultaneously on multiple tasks without compromising quality
- Grant and fund development experience preferred
- Prior experience with Salesforce preferred
- Superior interpersonal skills and the ability to work independently with minimal supervision as well as part of a team

Compensation

LISC offers a competitive salary and excellent fringe benefits.

To Apply

Submit cover letter and resume to kwilliams3@lisc.org. Please include "Assistant Program Officer" in the subject line of your email.

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