



## POSITION ANNOUNCEMENT

### **Program Officer** LISC Indianapolis

#### **Background**

Local Initiatives Support Corporation (LISC), widely recognized as the nation's premier community development intermediary, has a 30-year history of providing financial and technical assistance to community-based organizations and public entities focused on the redevelopment of urban neighborhoods and rural communities. The organization works in partnership with nonprofits, residents, public and private sector entities to revitalize neighborhoods. Our approach is comprehensive: it values resident involvement and recognizes the importance of an integrated approach to revitalization. We work collaboratively to address housing and commercial development along with family income and asset-building, workforce issues, education, economic development and the many aspects of a great neighborhood – places to play, access to health care, community safety and more. For more information about LISC, visit [www.lisc.org](http://www.lisc.org) and [www.liscindianapolis.org](http://www.liscindianapolis.org).

**LISC Indianapolis invites applications for a Program Officer who will have a lead role in implementing LISC's economic development program—FOCUS.** Fostering Commercial Urban Strategies (FOCUS) is designed to bolster economic opportunity in Indianapolis's urban neighborhoods. Developed by LISC in partnership with the Indy Chamber, the City of Indianapolis, and the Indianapolis Coalition for Neighborhood Development, FOCUS's goal is to build long-lasting relationships that connect neighborhoods with businesses and other resources in a way that helps drive and support neighborhood revitalization.

This position reports to the LISC Deputy Director.

#### **Responsibilities**

1. Catalyze economic development in LISC Quality-of-life Neighborhoods, fostering commercial and industrial redevelopment that creates jobs, connecting neighborhood residents and places to regional opportunity.
2. Manage all aspects of implementation of Façade Grant program, including mobilizing volunteer and contractual design assistance for property owners.
3. Underwrite real estate projects seeking loans and recoverable grants.
4. Provide technical assistance to local Indianapolis economic development efforts, connecting to national best practices
5. Create Grant applications and Reporting Related to FOCUS programming
6. Work with Neighborhood Program Officers to support specific challenges of commercial districts and projects.



7. Track outcomes from FOCUS program neighborhoods and coordinate with LISC communications and public policy efforts
8. Serve as Neighborhood Program Officer, acting as main liaison to one Quality-of-Life Neighborhood.

#### Required Qualifications

- Master's degree
- At least 5 years experience in community development, community organizing, and/or other field work in diverse urban environments
- Excellent writing and verbal communication skills, with advanced skill with MS Word and Excel.
- Flexibility and poise in dealing with a diverse range of individuals and organizations.
- A commitment to help community residents transform distressed neighborhoods into healthy, safe and sustainable communities.

#### The ideal candidate has:

- Experience in real estate finance, underwriting and development
- Experience in program development/management with a proven track record of implementation success.
- The capacity to work on multiple tasks and projects with attention to detail, prioritize a challenging workload, be well organized and dependable while staying positive and solution-oriented.

LISC offers a competitive salary and excellent benefits.

#### To Apply:

Candidates should send a resume, cover letter, and a writing sample. Use the cover letter to describe what in your professional background demonstrates the competencies sought and what interests you most about working for LISC Indianapolis. Deadline: March 16, 2015.

Send all materials via email to Tedd Grain, [tgrain@lisc.org](mailto:tgrain@lisc.org) with "Program Officer Position" in the subject line of the email. **Only email applications will be accepted.** No phone calls, please.

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