



POSITION ANNOUNCEMENT

Program Associate 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 and www.liscindianapolis.org.

LISC Indianapolis invites applications for a Program Associate who will work with neighborhood groups to help achieve community transformation. The Program Associate will have a role in implementing two key LISC initiatives: Great Places 2020 and FOCUS.

- Great Places 2020 is a visionary community development project to transform strategic places in 6 Marion County neighborhoods into dynamic centers of culture, commerce and community, preparing Indianapolis for unprecedented success as it enters 2020. Great Places 2020 was developed by LISC in partnership with Keep Indianapolis Beautiful, Indianapolis Neighborhood Housing Partnership, the City of Indianapolis, and the Indy Chamber.
- 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

- **Advance the Great Places 2020 initiative.** This includes coordinating with planning teams and neighborhood leaders, and responsibilities related to overall outcomes tracking, grant management, and technical assistance deployment.
- **Advance the FOCUS initiative.** This includes coordinating with planning teams and neighborhood leaders, and responsibilities related to overall outcomes tracking, grant management, technical assistance deployment, and the deployment of the Small Business Façade Grant program.



Required Qualifications

- Bachelor's degree required. Graduate-level education is a plus.
- Excellent writing and verbal communication skills, with advanced skill with MS Word and Excel.
- Excellent interpersonal skills suited to a complex working environment.
- A commitment to help community residents transform distressed neighborhoods into healthy, safe and sustainable communities.

The ideal candidate has:

- At least 2 years experience in community development, community organizing, and/or other field work in diverse urban environments
- Experience in program development/management with a proven track record of implementation success.
- Self-starter who is able to prioritize and manage multiple tasks is essential.
- Experience in real estate finance and development, public finance, human capital development and community programming.
- 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.
- Good problem-solving skills with a willingness to be flexible and proactive in a fast-paced and challenging work environment.
- Possess strong skills in communication and relationship-building,
- Flexibility and poise in dealing with a diverse range of individuals and organizations.

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 6, 2015.

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

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COMMITTED TO DIVERSITY AND INCLUSION**