



JOB ANNOUNCEMENT

BAY AREA LOCAL INITIATIVES SUPPORT CORPORATION (LISC)

Neighborhood Opportunities Initiative: Program Officer

October, 2008

The Bay Area program of Local Initiatives Support Corporation (LISC) seeks a dynamic and accomplished professional to work with a team of professionals committed to building strong, equitable neighborhoods and supporting lower income families.

ABOUT LISC

Now active in 29 cities around the country, the LISC is the nation's largest nonprofit intermediary in the community development and affordable housing fields. Bay Area LISC has been working since 1981 to support locally driven community development efforts to improve the quality of life in low-income Bay Area communities. We help community-based organizations transform communities and neighborhoods into healthy ones - good places to live, do business, work, play, and raise families. Our strength lies in our strong partnerships with the public, private, and nonprofit sectors and our commitment to locally based community revitalization. We marshal resources from around the region and the nation, providing capital, skills, tools, and knowledge to grow and sustain place-based initiatives. In the Bay Area, we have financed the construction or rehabilitation of 11,000 units of affordable housing and more than 1.2 million square feet of retail and community facility space. Nationally we have invested more than \$8.6 billion in such activities and worked with nearly 2,200 community based groups on a host of programs. For more information about national LISC and the Bay Area LISC program, visit our websites at www.lisc.org and www.bayarealisc.org.

PROGRAM OFFICER POSITION

The Program Officer will coordinate LISC's Neighborhood Opportunities Initiative (NOI), an innovative, multi-dimensional neighborhood change initiative involving residents, local nonprofit organizations, and city agencies. NOI is a long-term effort to bring about comprehensive neighborhood change and to reinvigorate community engagement on neighborhood issues. NOI currently operates in three neighborhoods in San Francisco and Richmond. The Program Officer (P.O.) is responsible for working closely with each neighborhood's team of community-based organizations to conduct outreach, plan, and implement neighborhood projects and programs.

The P.O. will also work with other LISC staff on a related, economic and community development program focusing on commercial corridor programs, Bay Area LISC's Commercial Corridor Revitalization & Stabilization program, a successful program that has been operating for over ten years and now in eleven neighborhoods. Like the Neighborhood Opportunities Initiative, the corridor program works to engage local stakeholders around a common vision to improve the economic and social conditions, however targeted in local business districts. The

P.O. will act as the LISC liaison to help coordinate and implement activities under the program in the three Neighborhood Opportunities Initiative communities and will assist in the program's overall strategic direction and implementation.

The PO reports to the NOI Senior Program Officer. Core responsibilities include:

- **Community Planning** - provide strategic guidance, hands-on support, and facilitation assistance to community based organizations to conduct an inclusive (but not redundant) community-driven planning process resulting in a prioritized neighborhood Action Plan, implementation projects, clear implementation steps/responsibilities, and measurable outcomes.
- **Project & Program Implementation Assistance** - provide community-based organizations with support to plan and implement programs. Tasks may include workplan development, group decision-making, assisting in hiring and training community staff, organizational structure/development, and other support as is needed. Additionally, provide strategic guidance and support for the development and implementation of a wide range of community programs; examples include community safety and youth involvement to healthy food access. Develop and distribute best practices materials and research and organize trainings, where necessary to support the initiatives.
- **Program Management** - Administer and manage neighborhood LISC NOI planning and implementation grants, working closely with grantees: track neighborhood indicators and outcomes for LISC's NOI grants; manage NOI program budget and incoming grants; assist with fundraising requests and reports to funders.

The ideal candidate will possess the following skills and experience:

- Background and minimum four + years in the urban planning, community organizing, and/or other relevant field working diverse urban environments with experience in program development/management, staff supervision, and a proven track record of implementation successes. Experience managing programs preferred.
- Ability to develop and maintain collaborative working relationships with neighborhood stakeholders, technical assistance organizations, local government agencies, and politicians; patience, diplomacy, strong listening skills and poise in dealing with a diverse set of individuals and organizations, especially grantees and "client" organizations.
- Experience with neighborhood or community planning processes and organizational structure.
- Excellent organizational skills and ability to multi-task and prioritize activities.
- Commitment to social justice and belief in the positive power of community organizing.
- Excellent written and verbal communication skills and personable presentation.
- Graduate level education in urban planning, policy, business, or related fields highly preferred (bachelors degree is required).

Compensation: Competitive, commensurate with experience.

To apply: email resume/cover letter outlining relevant experience, to balisc@lisc.org Subject line: NOI Program Officer.

Position open until filled.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER.