



Twin Cities Local Initiatives Support Corporation Job Description -- Senior Program Officer

Local Initiatives Support Corporation (LISC) seeks an experienced, capable, self-motivated individual to fill a Senior Program Officer position and round out its team of talented and professional staff in its Twin Cities office, located in St. Paul, MN. The individual hired to fill this position will assume management and supervisory work along with relationship and grant management, program coordination, and project support.

LISC is dynamic national nonprofit organization (with decentralized, local office sites) which provides financial and technical assistance to organizations engaged in the creation of healthy neighborhoods in the Twin Cities. LISC acts as a funder, lender, advocate, and consultant to these groups as they build affordable housing, revitalize aging commercial strips, and engage their neighborhoods in the important work of community development. The Twin Cities LISC office has been engaged in this activity in the Twin Cities since 1988.

The Senior Program Officer (SPO) will be a member of the professional staff of LISC, work closely with other LISC staff to implement LISC's strategic and work plan, and will report to the Executive Director. *LISC is committed to maintaining a diverse work force and strongly encourages people of color to apply.*

Essential Duties

1. Provide oversight and management of program design and approval process to successfully carry out the goals and objectives of LISC's 2008-2010 Strategic Plan including guidance and coaching to other LISC staff, alignment with internal and external resources, assistance with committee approvals, and developing additional partners. Provide leadership around implementation of LISC's Building Sustainable Communities demonstration pilot in one of five target neighborhoods including relationship building, grant and contract management, community engagement and action agenda planning, evaluation, brokering resources, and reporting. Assist Executive Director with external relationships that further LISC goals and objectives, build credibility, and stay abreast of trends and issues in the community.
2. Assist with project related investments, including real estate underwriting and the development of financial tools to support housing, commercial, and economic development projects and make appropriate recommendations to the Senior Program Officer and local LISC internal review committees.
3. Other responsibilities assumed over time or as assigned by the Executive Director.

Required Qualifications

1. Bachelor's degree in urban planning, public/business administration, real estate, finance or a related field.
2. Five or more years demonstrated experience in broad range of community development and neighborhood revitalization strategies including at least three years experience in real estate development and/or finance, preferably especially in commercial property or community facilities.
3. Minimum of three years experience in complex program/project management, program development and the ability to manage multiple projects simultaneously.
4. Demonstrated ability to work professionally and productively with individuals and communities of diverse racial, ethnic, economic, social and educational backgrounds.
5. Demonstrated ability to build and manage relationships with variety of community, nonprofit, government, corporate, and philanthropic individuals and organizations.
6. Demonstrated ability to draw insights and significant findings out of program activity and community initiatives and identify and prioritize system and policy related challenges and opportunities.
7. Excellent work and project organizational skills.
8. Excellent professional oral and written communication skills.

9. Good range of computer skills and experience with software applications (must know word processing, spreadsheet, database, presentation, and internet browser). Experience with Microsoft Office Suite preferred.

Desired Qualifications and Personal Characteristics

1. Graduate degree in urban planning, public/business administration, real estate, finance or related field.
2. Experience working in a non-profit, community-based or neighborhood organization.
3. Working knowledge of the economic, political, and social environments of St. Paul and Minneapolis, especially with inner-city neighborhoods, organizations, and community development efforts.
4. An interest in the revitalization of low income and marginalized communities and belief in resident led and influenced action.
5. Confidence and discretion about acting or making decisions within work responsibilities.
6. An understanding of how to be a team player and to promote the broad consensus about strategies, plans, and specific actions among diverse interests.
7. Flexible and positive attitude with group processes and intangibles, a good sense of humor, patience, and integrity.

Salary

LISC offers a competitive salary and an excellent benefits package.

Application Process:

Interested candidates should send a resume and cover letter **no later than Friday, November 7, 2008 to:**

**TwinCitiesHR@lisc.org or Barbara Jeanetta
Twin Cities LISC
570 Asbury Street, Suite 207
St. Paul, MN 55104**

For more information on LISC visit our website: http://www.lisc.org/twin_cities/

***LISC IS AN EQUAL OPPORTUNITY EMPLOYER
PERSONS OF COLOR ARE STRONGLY ENCOURAGED TO APPLY FOR THIS POSITION***