



Job Announcement
Bay Area Local Initiatives Support Corporation

Assistant Program Officer
Communications and Fund Development

The Bay Area program of Local Initiatives Support Corporation (LISC) -- a national nonprofit providing training, technical assistance, and financing to organizations engaged in a broad array of community building activities, including building affordable housing and community facilities -- seeks an Assistant Program Officer to work with a dynamic team of professionals committed to revitalizing neighborhoods and supporting lower income families.

About LISC

Now active in 29 cities around the country, LISC is the nation's leading nonprofit community development support organization. The organization assists non-profit community development organizations in their efforts to transform neighborhoods into healthy, affordable communities for all. LISC marshals private sector resources and provides capital, grants and capacity building programs to community-based organizations in low- and moderate- income neighborhoods enabling them to set priorities, shape the process of community renewal, and develop real estate projects. Founded 28 years ago, LISC provides training, expert technical assistance, management support, high leverage grants, and project financing. Our core programs support organizations that build and manage affordable housing, improve commercial districts, and develop community-serving commercial space and facilities. In 2007, LISC nationally invested more than \$1 billion in low-income urban neighborhoods and rural areas, delivered through locally-staffed field offices across the country. Since 1980, LISC has marshaled more that \$8.6 billion from 3,100 investors, lenders and donors, which has helped organizations build or rehabilitate more than 230,000 affordable homes and more than 32 million square feet of retail, community, recreation and educational space – totaling \$22.3 billion in development. LISC obtains the financing for its programs and operations through a complex combination of sources, including grants from corporations, foundations, government, and in some cases individuals, and below-market loans from financial institutions and corporations. For more information about national LISC and the Bay Area LISC program, visit our websites at www.lisc.org and www.bayarealisc.org.

Assistant Program Officer Position

The Assistant Program Officer is a mid-level position responsible for helping Bay Area LISC's senior staff person in charge of fund development & communications. This position will involve a great deal of writing for funder, media, and general audiences about the work of Bay Area LISC, our community partners, and the community development field. In addition, the position will entail some administrative work related to fundraising and communications; including database and website development and maintenance; fundraising and communications systems development and maintenance. The Assistant Program Officer will work with a total team of ten other staff in the Bay Area LISC office.

Position Responsibilities

Donor Relations:

- Support fund development senior staff in stewardship of Bay Area LISC funding relationships.
- Lead on development and writing of funding proposals.
- Coordinate periodic status reports to funders.
- Manage donor acknowledgement process, including writing acknowledgement letters.
- Maintain data base tracking donor status.
- Develop approaches to new funders including researching funding prospects, identifying connections, and writing concepts/proposals that target funder interest with Fund Development Director to diversify its funding base and meet its fundraising goals.
- Develop proposal strategies in conjunction with director.

Communications:

- Implement of overall communications strategy.
- Assist in coordinating media relations through press releases and serve as press contact with major media outlets.
- Establish media relationships and seek media opportunities for Bay Area LISC.
- Assist in the design and production of marketing materials.
- Coordinate the development and the production of quarterly e-newsletters and periodic e-announcements.
- Responsible for tracking reporting and funding deadlines and requirements.
- Maintain a web presence for Bay Area LISC by updating and publishing content detailing program activities, resources for community development practitioners and other information of relevance to partners, funders, and affiliates.
- Participate in creating presentations, briefs and progress reports for new and current funders.

Qualifications:

- Undergraduate degree required with one to two years related work experience.
- Excellent writing, communications, and organizational skills required.
- Experience in media relations including experience with print and broadcast placement preferred.
- Self-directed, independent worker who takes initiative and is able to create the systems and processes inherent to this position
- Experience with Microsoft Office programs.
- Flexibility and poise in dealing with a diverse set of individuals and organizations, especially donor prospects.
- Detail-oriented while still able to understand and promote a global view of the community development field and LISC
- General familiarity with the field of community development preferred

Compensation: Competitive, depends on experience and qualifications and excellent benefits.

Qualified applicants should submit cover letter and resume to:

Margaret Gee, Fund Development Director
Bay Area LISC
balisc@lisc.org
369 Pine Street, Suite 350
San Francisco, CA 94104
Fax: (415) 397-8605

Applicants please enter "Communications and Fund Development APO" in subject line of all correspondence. Positions open until filled. No phone calls please.

LISC IS AN EQUAL OPPORTUNITY EMPLOYER.