



## **POSITION ANNOUNCEMENT:**

### **ASSISTANT PROGRAM OFFICER, MICHIGAN LISC KALAMAZOO COUNTY AFFORDABLE HOUSING COORDINATOR**

#### **Background**

Local Initiatives Support Corporation (LISC) seeks qualified candidates for the position of an Assistant Program Officer in Kalamazoo. LISC is a national non-profit organization that provides financial and technical assistance to community development corporations (CDCs) working to improve social and economic conditions in low-income, urban communities. Founded in 1979 by the Ford Foundation, LISC has grown to become the nation's premier national non-profit intermediary providing holistic support for neighborhood development and working to enhance the overall community development industry.

#### **Job Description**

The Assistant Program Officer will have responsibilities to oversee, coordinate, facilitate and assist in the implementation and development of affordable housing initiatives throughout Kalamazoo County. The position will be located within the Kalamazoo LISC office and will report directly to the Executive Director for Michigan LISC.

#### **Responsibilities include:**

- LISC staff liaison to the Affordable Housing Partnership of Kalamazoo County. Provide leadership and staffing to the committee, expand the existing role and scope of committee activity, and principally continue authoring HUD Super NOFA grant applications and MSHDA ESG grant applications.
- Update the progress of the AHP measurable outcomes of the work plans created from the 10-Year Plan to End Homelessness.
- Continue to implement a marketing/education/communication plan to heighten awareness of the need for affordable housing.
- Provide technical assistance and support to local nonprofit housing providers to create affordable housing units in Kalamazoo County.
- Oversee value added resource development efforts to support affordable housing.

- Build support and bridges to countywide elected officials and others for implementation of a countywide housing plan.
- Ability to assist with fundraising for LISC and the AHP for special events, staffing etc.

### **Qualifications**

1. Minimum two years experience in affordable housing related activities.
2. Experience in working with a variety of community, public, and private sector actors to design and implement affordable housing strategies.
3. Proven ability to work effectively with nonprofit housing providers.
4. Excellent oral and written communication skills including ability to write and prepare grant proposals.
5. Familiarity with affordable housing issues including finance sources, underwriting issues, policy issues, and state and federal initiatives.
6. Basic computer skills: word processing, spreadsheet (Microsoft Office applications).
7. Bachelors Degree in related field.
8. Ability to work independently.

### **Compensation**

Competitive salary based upon qualifications. Excellent benefit package.

**Qualified applicants should forward cover letter, compensation requirements and resume by August 15, 2008 to:**

Tahirih Ziegler  
Executive Director  
Local Initiatives Support Corporation  
119 N. Church Street, Suite 201  
Kalamazoo, MI 49007

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER**