



Local Initiatives Support Corporation

Director, Sustainable Communities Program LISC/Milwaukee

Background:

LISC is a national non-profit intermediary that provides financial and technical assistance to community-based organizations, public agencies and private (for-profit) entities focused on the redevelopment of urban neighborhoods and rural communities. Under the direction of a local advisory Board, LISC in Milwaukee works with over 30 such groups to develop affordable multi-family and senior housing, homeownership opportunities, commercial enterprises, community facilities and various community-building programs in such areas as employment, day care, health care and open space¹.

Position Description:

LISC is seeking a seasoned, professional to manage the Sustainable Communities (SC) Program in Milwaukee. SC is an intensive investment strategy in targeted neighborhoods, where community-based agencies collaborate to implement a multi-dimensional community-building program. SC is a comprehensive approach to community development that seeks to improve the quality of life of residents in neighborhoods selected for participation in the program. SC provides financial and technical services to ensure that physical development along with improved opportunities for education, employment, health care, child care and recreation are afforded to neighborhood residents. The position reports to the Executive Director of LISC – Milwaukee.

Responsibilities:

- **Community Engagement** - provide strategic guidance, hands-on support, and facilitation assistance to community based organizations to conduct an inclusive (but not redundant) community-driven engagement process resulting in a prioritized neighborhood Action Plan, implementation projects, clear implementation steps/responsibilities, and measurable outcomes.
 - ✓ Develop and maintain in-depth knowledge of convening (“lead”) agencies and other organizations in each participating neighborhood and maintain a close working relationship with the former.
 - ✓ Develop relationships with lead agency and key stakeholders with goal of organizing organizations within neighborhood.
 - ✓ Assist SC sites in the development and implementation of their Quality of Life Plans.
 - ✓ Develop planning schedule and framework with lead agency.
 - ✓ Coordinate development of scope of services and selection process for consultants with lead agency.

¹ For more information on LISC visit our website at: <http://www.lisc.org/milwaukee> .

- ✓ Assess infrastructure needs and coordinate appropriate technical assistance for community development partners.
 - ✓ Identify and build relationships with potential partners to advance neighborhood priorities.
 - ✓ Liaison with lead scribe for story leads and scheduling assignments.
 - ✓ Identify story leads from assigned subject matter areas and neighborhoods for LISC Communications Manager.
 - ✓ Assist and support lead agency in developing and implementing a plan to establish a sustainable governance structure in each neighborhood.
 - ✓ Coordinate and supervise consultants and other providers contracted to give various services to the program and the participants.
- **Project & Program Implementation Assistance** - provide community-based organizations with support to plan and implement programs and projects. Tasks may include work plan development, group decision-making, assisting in hiring and training community staff, organizational structure/development, and other support as is needed.
 - ✓ Provide strategic guidance and support for the development and implementation of a wide range of community programs; examples include community safety, youth involvement and access to healthy foods.
 - ✓ Develop and monitor annual implementation plans with lead agency.
 - ✓ Assist nonprofit partners in the development of early action project proposals and securing additional funds.
 - ✓ Assist nonprofit partners in developing work plans, sub-area plans, and routinely review progress.
 - ✓ Facilitate problem-solving meetings with and among neighborhood partners and identify and coordinate the delivery of appropriate technical assistance.
 - ✓ Develop and distribute best practices materials and research and organize trainings, where necessary, to support the initiatives.
 - ✓ Develop programs, broker resources build strategic alliances that will enhance the SC program
 - ✓ Create and/or find other programs and resources that will enhance SC generally and the neighborhoods specifically.
 - ✓ Coordinate and supervise consultants and other providers contracted to give various services to the program and the participants.
 - ✓ Prepare reports, presentations, and tours required by funders, investors, national LISC and others.
 - ✓ Gain an effective knowledge of the community development field nationwide and translate relevant practices to Milwaukee as appropriate.
 - **Program Management** - Administer and manage neighborhood LISC planning and implementation grants, working closely with grantees; manage planning budget and grants; assist with fundraising requests and reports to funders.
 - ✓ Act as chief liaison to the Zilber Family Foundation and manage LISC's Sustainable Communities ("Great Neighborhoods") strategy with respect to coordinating staff, reporting, evaluation, etc.
 - ✓ Create and maintain a reporting system that provides information on the status of the comprehensive program in each of the neighborhoods.

- ✓ Manage, train and supervise staff who have responsibility for working with neighborhood groups participating in the SC program
- ✓ Prepare and manage budgets and report on the same as required.

Qualifications:

- Highly motivated individual with a demonstrable commitment to the field of community development who has held increasingly responsible positions in the field.
- 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 partner organizations.
- Experience with neighborhood or community consensus-building processes and organizational development.
- Sophisticated skills with respect to intervention methodologies in community development and can evidence successful collaboration with the public sector.
- Self-directed, independent worker who takes initiative and is able to create systems and processes to support the inherent duties of this position.
- Flexibility and poise in dealing with a very diverse range of individuals and organizations, including but not limited to community development organizations, public agencies, private developers, funders and lenders.
- Creative ability to develop programs and/or projects and to leverage resources in relation to the latter, as needs or opportunities emerge within some or all of the selected neighborhoods.
- Commitment to social justice and belief in the positive power of community organizing.
- Excellent organizational skills and ability to multi-task and prioritize activities – detailed and timely attention to reporting requirements and deadlines.
- Excellent communication and supervisory skills.

Education and experience requirements:

- Graduate level education in urban planning, policy or related fields highly preferred (bachelors degree is required).
- Experience in urban planning, community organizing, and/or other relevant field work in diverse urban environments. Experience managing programs preferred.

LISC offers a competitive salary and excellent benefits.

Please send cover letter and resume to:

Leo J. Ries, Executive Director
LISC – Milwaukee
660 E. Mason Street, 5th floor
Milwaukee, WI 53202

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