



## **POSITION DESCRIPTION**

**Job Title:** Program Officer  
**Reports To:** Director of Community Programs  
**Revision Date:** September 12, 2011

### **POSITION SUMMARY**

In conjunction with other Impact Capital staff, the Program Officer will manage community development grant programs, technical assistance programs and training programs. This position will have major responsibility for delivery of community building programs in Western Washington and will be based in the Seattle office. The Program Officer will assist in the overall development of new program initiatives and will carry out other responsibilities as assigned by the Director of Community Programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- ❖ Develop and implement Impact Capital work in comprehensive community revitalization with community development organizations and multiple community, public, and private-sector representatives. Manage complex public and public-private partnerships.
- ❖ Work closely with neighborhood partners to provide programmatic and organizational development expertise, technical assistance, and support. Provide leadership and technical assistance on community organizing and community building strategies to partners.
- ❖ Plan, promote and implement annual training program of four to six workshops.
- ❖ Coordinate and supervise consultants and other providers contracted to give various services to the program and the participants.
- ❖ Facilitate and serve as a resource for information and technical assistance to a collaborative of non-profit community development organizations.
- ❖ Work with the Director of Community Programs and the Director for Fund Development to raise additional resources and manage grant resources. Identify and cultivate partners to support existing and new programming; identify financial resources to support the elements of the comprehensive approach.
- ❖ Other duties as assigned.

### **KNOWLEDGE, QUALIFICATIONS, AND EXPERIENCE**

*A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.*

## **Qualifications**

- ❖ Familiarity with commercial corridor revitalization, community and economic development issues and financing sources.
- ❖ A successful track record developing and leading initiatives in community/economic development, community organizing and engagement, organizational development, and/or affordable housing.
- ❖ Demonstrated skill in teambuilding and facilitation techniques. Willingness to embrace and promote a culture of individual and shared trust and accountability.
- ❖ A strategic thinker. Highly motivated, solution-oriented individual who is self-directed, resourceful and able to successfully balance multiple priorities and programs.
- ❖ Familiarity with King County housing and economic development issues, financing sources, organizations, resources, and neighborhood planning issues.
- ❖ Experience and/or good familiarity with the operations of non-profit organizations.
- ❖ Demonstrated ability to work successfully with diverse constituencies.
- ❖ Proven ability to work effectively with staff and board leadership of non-profit community development organizations.
- ❖ Excellent oral and written communication skills.
- ❖ Strong computer skills in word processing and spreadsheets, preferably experience with Windows and all Office programs.
- ❖ Ability to work independently.
- ❖ Ability to travel within the State as needed.

## **Preferred Qualifications**

- ❖ Expertise in community safety programs, food systems, asset management, Main Street, federal funding, and/or affordable housing a plus.
- ❖ Experience with community development issues in a variety of settings including urban, suburban, small town, and rural areas.
- ❖ Experience working as a technical assistance provider, funder, lender and/or developer to community-based organizations.
- ❖ Grant writing, marketing and communications experience a plus.

## **Experience & Education**

- ❖ At least five years experience in organizational development, neighborhood revitalization, development of housing or commercial projects, community development, and/or a related field.
- ❖ Bachelors Degree in related field required; Graduate level education in public administration, urban planning, business, or related fields preferred. Additional education in community development, neighborhood organizing or nonprofit management a plus.

## **PHYSICAL DEMANDS / WORKING CONDITIONS**

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is

occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

### **ABOUT IMPACT CAPITAL**

Impact Capital makes strategic capital investments in nonprofit community development and affordable housing organizations in ways that enhance and sustain their ability to positively impact the quality of life in communities throughout Washington. We work in affiliation with the Local Initiatives Support Corporation (LISC).

Through our strategic partnerships, expert guidance, and investments, we help stagnant or declining communities emerge into vibrant neighborhoods by:

- Providing safe, decent affordable housing;
- Promoting vibrant business districts;
- Increasing family income and wealth;
- Making neighborhoods safer, more livable, and healthier; and
- Strengthening civic institutions and local leadership.

Our work helps transform distressed communities and neighborhoods into healthy ones - good places to live, work, do business, and raise families. The role that Impact Capital plays in strengthening communities across the state is significant. We provide early bridge financing for strategic real estate investments. By taking the riskiest part of the financing package, we attract other investors to the table. Because focusing only on the built environment is not enough to establish a lasting impact on a community, Impact Capital also provides community building programs to target the underlying issues faced by historically undeserved communities.

### **About LISC**

Now active in 30 locations around the country, LISC is the nation's leading nonprofit support organization in the affordable housing and community development field. Founded in 1980 in New York with seed money from the Ford Foundation and several Fortune 500 companies, LISC provides low-interest loans, grants, training, and technical assistance to support organizational development; community and economic development programs; and "bricks-and-mortar" projects developed by non-profit community development organizations. LISC's support for neighborhood development programs is wide-ranging and includes its work on neighborhood commercial corridors, playing fields, and community -serving facilities such as health clinics, child care centers, and non-profit space.

### **APPLICATION INSTRUCTIONS**

To apply please send a cover letter, resume, short writing sample (1-3 pages), and salary requirements directly to [Tracy@impactcapital.org](mailto:Tracy@impactcapital.org). Application review will begin immediately and position is anticipated to begin on or before November 1.

*This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.*