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## Program Officer

Apply

 Hybrid; Washington, District of Columbia, United States

LISC is one of the country's largest community development organizations, helping forge vibrant, resilient communities across America. LISC works with residents and partners to close gaps in health, wealth, and opportunity so that people and places can thrive. We do this by acting as a conduit for grants, loans and equity--and by providing technical assistance and capacity building--to locally rooted organizations that carry out the work in communities.

**Please note, this is a grant funded position through the end of 04/2027. While all efforts will be made to continue program funding beyond this date, it is possible that this position will terminate at that time.**

**Interested candidates are advised to apply as soon as possible this opportunity will remain open for a limited time.**

### **Position Description**

LISC DC is seeking a multi-skilled individual with a passion for strengthening DC's affordable housing stock through effective and thoughtful technical assistance, financial investment and capacity building activities. This position is a year-long contract (estimated May 2026-May 2027) that would focus on implementation of the organization's 3C (Connecting Capital to Communities) initiative that supports small multi-family (5-49 unit) affordable buildings in DC neighborhoods. It invites people to apply who have experience working with diverse populations in the Washington, D.C. region and who possess general expertise in housing with a particular focus on real estate development, building or property management and/or underwriting.

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The Program Officer will successfully promote the mission and value of LISC DC to its community partners and stakeholders. The Program Officer reports directly to the Deputy Director and collaborates with other staff as needed as part of the 3C initiative.

### **Key Responsibilities**

- Assist with the creation, design, and implementation of Phase 2 of 3C initiative that will support 16 small buildings across neighborhoods in DC's Ward 4 and 7.
- Work alongside a team of staff and consultants to provide technical assistance to building owners, including analyzing the building's fiscal health, physical needs, building operations, compliance and owner portfolio, and creating recommendations for improvement.
- Co-manage a small team of consultants providing coaching and cohort trainings to building owners.
- Collaborate with lending team to deploy capital to 5-6 buildings.
- Build and maintain strong relationships with local community development organization partners, government agencies, community organizations, banks, philanthropic institutions and other stakeholders to foster collaborative efforts towards 3C initiative.
- Facilitate and convene meetings, trainings, and peer gatherings to build building owners' capacity and provide access to resources.
- Represent LISC DC in relevant community forums, conferences, and public events to share insights and promote the organization's mission.
- Support and develop creative approaches for measuring and communicating the local LISC impact in the community as a thought-leader, convener, and investor.
- To accommodate our stakeholders, periodic evening and weekend work will be required.
- Interested candidates must be comfortable traveling and working within a wide range of neighborhood and professional settings in D.C.

### **Qualifications**

- Bachelor's degree from an accredited college/ university in urban studies, planning, public health, public policy, social work, real estate, community economic development or related fields. Relevant related work experience can also be used as proxy.
- Minimum 3 years of experience in community development. Experience in Washington D.C. preferred.

- Experience in the areas of real estate, building management, property management, financial underwriting, asset management and/or project management. Please specify in cover letter which core competencies candidate possesses.
- Highly motivated, solution-oriented individual who is self-directed, and able to successfully work simultaneously on multiple tasks and projects, set priorities for a challenging workload, and be a positive, solution-oriented professional.
- Ability to develop and execute plans for community-articulated needs in partnership with stakeholders.
- Listens, speaks, and writes effectively to build meaningful relationships with internal and external stakeholders across different cultural, ranges of ability, gender identities, ethnicities and backgrounds.
- Ability to design, apply, and maintain efficient systems for tracking time, tasks, resources, and other information.
- Must be able to embrace and promote a culture of individual and shared trust and accountability—internally and externally
- Relationship Building: Develops positive relationships and works well with others from diverse backgrounds.

## COMPENSATION

LISC offers a competitive salary (\$73,139-\$91,424) and excellent fringe benefits.

\*Actual salaries may be based on several factors including, but not limited to, a candidate's skill set, experience, education, work location and other qualifications.

Our benefits include:

Medical, Dental, Vision Coverage: Comprehensive health plans for you and your family's well-being; Disability Insurance: Long-term and short-term coverage for peace of mind; Retirement Savings: Secure your future with our 401(k) and 403(b) plans; Generous Holidays: Enjoy ample time off to recharge and celebrate; Vacation, PTO, and Sick Days: Take advantage of flexible time-off policies to maintain work-life balance; Tuition Assistance: Pursue your educational goals with support from our tuition assistance program; Referral Program: Earn rewards for referring qualified candidates to join our team; Professional Development Opportunities: Grow and advance in your career with access to ongoing training and development programs tailored to your goals.

LISC is an equal opportunity employer. LISC does not discriminate in employment on account of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status,

age, sex or gender (including pregnancy, childbirth, lactation and related medical conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military status or veteran status, unfavorable discharge from military service, physical or mental disability, protected medical condition as defined by applicable state or local law, genetic information or any other characteristic protected by applicable federal, state or local laws and ordinances.

We will endeavor to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business.



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## Apply for this job

\* indicates a required field

**First Name \***

**Last Name \***

**Email \***

**Country** ▼

**Phone**

**Resume/CV**

Attach

Dropbox



Google Drive

Enter manually

Accepted file types: pdf, doc, docx, txt, rtf

**Cover Letter**

Attach

Dropbox

Google Drive

Enter manually

Accepted file types: pdf, doc, docx, txt, rtf

**LinkedIn Profile**

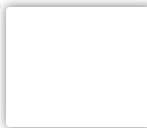
**Website**

**Home Address \***

**Preferred Name**

**Skills and Qualifications**

Please indicate any other job related experience, skills and qualifications you possess that are relevant to the position for which you are applying for at LISC. Please describe any other experience, training, qualifications, and/or skills that should be considered:



**Are you legally authorized to work in the U.S.? \***  
 Select... ▼

**Are you at least 18 years old? \***  
 Select... ▼

**If you are under 18 years of age, do you have a work permit if required by applicable state law? (If you are under 18 years of age, proof of minimum legal working age will be required if you are hired) \***  
 Select... ▼

**Have you applied to or worked for LISC in the past? \***  
 Select... ▼

**If yes, when and in what position?**

**Do you have any friends or relatives working for our company?**  
 Select... ▼

**If yes, list name(s) and corresponding relationship:**

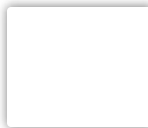
**Please indicate your desired salary: \***

**How were you referred to LISC? \***  
 Select... ▼

**Pursuant to the Immigration Reform and Control Act of 1986, all applicants who are offered employment must produce documents establishing their identity and authorization for employment in the United States. These documents must be produced no later than three (3) business days after employment commences. In addition, all new hires will be required to verify their employment authorization under oath by signing INS Form I-9 upon commencing employment. \***  
 Select... ▼

I have read the above statement and understand my documents will be verified using [E-Verify](#).

**California Applicants Only: I understand LISC may obtain, without using the services of a third party investigative consumer reporting agency, public records pertaining to my**



**character, general reputation, personal characteristics or mode of living during its evaluation of my application for employment and, if employed, during my employment. \***

Select... ▼

[California Consumer Privacy Act Notice](#)

By Selecting " I agree", I waive my right to receive copies of public records obtained by LISC.

**Are you available to travel as some domestic travel is required, up to 10% annually? \***

Select... ▼

**State Specific Notices \***

Select... ▼

**Michigan Applicants:** Persons with disabilities needing accommodations for employment must notify the Company in writing of the need for an accommodation within 182 days after the date the person with a disability knew or reasonably should have known that an accommodation was needed.

**Rhode Island Applicants:** LISC is subject to Chapters 29-38 of Title 28 of the General Laws of Rhode Island and is therefore covered by the state’s workers’ compensation law.

**Massachusetts Applicants:** Note that it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

**Maryland Applicants:** Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a polygraph examination or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

I have reviewed the state specific notices above.

Submit application

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