



capital for healthy
families & communities

NATIONAL DIRECTOR – EARLY CARE & EDUCATION PROGRAMS

Location: San Francisco

Reports to: VP, Strategic Initiatives & Programs

Exempt classification: exempt

Status: Regular, full-time

POSITION SUMMARY:

The National Director, Early Care and Education (ECE) Programs, is responsible for the provision of LIIF's existing ECE programs, as well as developing new programs and products, expanding to new geographies, and serving as a thought leader in the national ECE sector.

ESSENTIAL FUNCTIONS:

Manage existing ECE programs:

- Supervise staff in CA, NY, and DC providing capital grants for facilities and technical assistance to ECE providers
- Develop and maintain relationships with key stakeholders and ensure requirements are met for funder and partner relationships, including San Francisco Office of ECE (OECE), Office of the State Superintendent of Education (OSSE) in DC, the New York City Department of Education (DOE), and other key stakeholders
- Lead fundraising efforts to support existing ECE program

Lead New Business Development and Geographic Expansion:

- Work with VP and others to identify and vet opportunities to expand and replicate ECE programs in new geographies nationally (including California)
- Cultivate relationships with key stakeholders, including potential partners in local government, philanthropy, developers, and provider community
- Identify and lead fundraising efforts, hire and supervise new staff

Lead Financial Innovation and Capital Deployment Opportunities

- Identify opportunities to develop innovative new capital products, funds, and other instruments to support the ECE sector financially, both locally and nationally
- Lead fundraising efforts, manage development and implementation of new products and initiatives
- Partner with lending team to maximize leverage and deployment of capital wherever possible

National Policy Development

- Advise and support LIIF's national policy efforts to support and sustain the ECE field; take a leadership role in policy activities in communities served by LIIF ECE programs, when appropriate, as well as state-wide policy efforts
- Serve on national advisory and policy committees, represent LIIF at national convenings and conferences



- Serve on local/regional advisory committees and policy advisory boards as appropriate

Thought Leadership

- Serve as the external face of LIIF's ECE program nationally, speak at national conferences and webinars, participate in relevant meetings and events
- Write white papers and blog posts on ECE-related topics to highlight LIIF's ECE work, advance the field through original research and writing

Miscellaneous:

- Material travel (up to 30%) to ECE sites and national events and meetings for relationship building/ business development activities

Other Tasks and Duties as Assigned

- Other duties in support of LIIF's ECE work as may be assigned by the VP

SKILLS REQUIRED:

- A minimum of 10 years of experience as an ECE professional with the following areas of experience considered a plus: state or local policy work; capacity building or technical assistance direct to ECE centers; new program development; and deployment of grant and other capital to centers.
- The person should have a minimum of four years of supervisory and leadership experience. Proven leadership, with history of successfully managing, motivating, developing and coaching of staff.
- Demonstrated history of innovation and conceptual ability to develop new program ideas, spot market opportunities, and the drive/motivation to grow the profile of LIIF through its ECE program work.
- Ideally, this person should be a substantive and visible presence in the ECE sector nationally and in the Bay Area specifically.
- This person will have some experience managing a P&L.
- This person will be a strong internal leader with the ability to develop and implement a program from a set of consistent policies and procedures.

The following personal attributes and characteristics are required of the Director:

- Demonstrated mastery of management techniques and skills necessary for a flexible and evolving organization.
- Demonstrated ability to collaborate with others, to lead, motivate and obtain consensus from individuals, groups, organizations and agencies.
- Balances a hands-on approach with strong ability to delegate. Does not lose control of the details, timeline and performance of projects under his/her purview. Has strong time management skills and ability to direct and motivate others and a talent for coordinating work in a way that respects deadlines is required.
- Ability to think creatively, conceptualize ideas as well as implement and manage programs and plans.
- Comfortable with performance and accountability-based management.
- The Director will be known for his/her high level of integrity, honesty and respect for others in both their personal and business relationships.
- Strength of character and flexible style to work successfully with a range of people, from peers,



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staff, the CEO, Board members, investors and other outside professionals. Has the personal presence to deal effectively and independently with these constituencies.

- Effective written and oral communication skills. Excellent presentation skills. Thoughtful listener. Direct and open communication style.

EDUCATIONAL AND OTHER REQUIREMENTS

Educational background should include degree work in a relevant area of study such as early care and education, business administration, public policy, or finance. A Master degree is required. In addition, the position requires experience developing and managing programs, a high degree of comfort with interaction on a national platform, strong communication and time management skills, and the ability to supervise and motivate others in remote locations. A genuine personal commitment to LIIF's mission is also necessary. 10 years of related professional experience is desired.

THE COMPANY:

The Low Income Investment Fund is a non-profit community development financial institution, with headquarters in San Francisco and offices in Los Angeles, New York, and Washington D.C. LIIF builds healthy communities by bridging the gap between private capital markets and low-income neighborhoods. LIIF is a steward for capital invested in affordable housing, childcare, education and other community initiatives.

HOW TO APPLY:

Forward cover letter (including salary expectation & history) with resume to:

Human Resources
Low Income Investment Fund
50 California Street, Suite 2900
San Francisco, CA 94111

Or

Email: careers@liifund.org

Fax: 415-772-9095

LIIF, an EOE, believes that diversity ensures excellence