



capital for healthy  
families & communities

**LOW INCOME INVESTMENT FUND**  
**Senior Program Officer, Accelerator Initiative**

**Location:** San Francisco, Los Angeles, New York, or Washington, DC

**Reports to:** VP, National Programs

**Exempt classification:** Exempt

**Status:** Regular, full-time

**POSITION SUMMARY:**

The Low Income Investment Fund (LIIF) is launching the Accelerator Initiative in partnership with Purpose Built Communities, a nonprofit working to break the cycle of intergenerational urban poverty. The Accelerator Initiative will provide capital tools, technical assistance, and learning community opportunities to support Purpose Built Network Members in completing their community revitalization plans. Purpose Built Network Members are Community Quarterbacks leading complex, holistic community revitalization efforts that include mixed-income housing, cradle-to-college education, and health and wellness services.

The Sr. Program Officer at LIIF will help plan and launch the Accelerator Initiative, in collaboration with internal and external partners. The Sr. Program Officer will have three main areas of focus: 1) cultivating and tracking a pipeline of potential capital investments to support the Network Members; 2) providing technical assistance (TA) to support the Network Members; and 3) identifying and underwriting enterprise-level investments for Network Members.

The Sr. Program Officer reports to the Vice President of National Programs, who oversees the Accelerator Initiative.

**ESSENTIAL FUNCTIONS:**

- Work directly with Purpose Built Network Members to identify and assess their capital and TA needs; connect Network Members to debt and/or grant financing both through the Accelerator Initiative Fund and other sources.
- Create and maintain Accelerator Initiative pipeline; assess potential transactions for feasibility and readiness; coordinate with LIIF's lending team on underwriting, structuring, and closing transactions.
- Identify, underwrite, structure, and close enterprise-level debt for Community Quarterbacks.

- Provide ongoing TA to Network Members and Community Quarterbacks and document TA support and progress.
- Manage the Accelerator Initiative budget and all other administrative tasks relevant to the program, including reporting and compliance with funders and investors.
- Prepare for and attend meetings with funders, investors, and partners; prepare reports for internal and external stakeholders; and create and participate in webinars and convenings to build knowledge among the Network Members.
- Material travel for site visits, meetings, conferences, etc.

#### **SKILLS REQUIRED:**

- Strong external relationship skills, ability to collaborate with a wide variety of stakeholders across sectors, including financial institutions, philanthropy, the public sector, and non-profits. Must have strong written, speaking, and external relationship skills.
- Experience with community development and/or real estate lending is required, including credit analysis, deal structuring, underwriting, and closing. Experience in charter school and community facilities and/or small business financing, including tools such as NMTC is preferred.
- Familiarity with federal, state, and local government funding sources for capital and operating needs of charter schools and community facilities (e.g. child care centers, health centers, healthy food markets, social service and educational programs, etc.).
- Ability to work independently and manage competing priorities, strong program management, budgeting, and time management skills.

#### **COMPETENCIES / ATTRIBUTES:**

- Creative, strategic thinker with demonstrated imagination and flexibility.
- Effective written and oral communication skills. Excellent presentation skills. Thoughtful listener. Direct and open communication style.
- Dedicated self-starter who is accustomed to taking the initiative, and driving toward results, has a high degree of self-motivation, initiative, dedication, creativity, and perseverance.
- Professional in demeanor, actions, and attitude, toward external audiences and colleagues.
- Must be committed to, and find passion in, LIIF's mission.

#### **OTHER REQUIREMENTS:**

**Experience/Education:** A Bachelor's degree is required; a Master's degree in a related field is preferred. A minimum of three to five years of progressively responsible experience in developing community development programs or lending/investing strategies is preferred. Must possess excellent verbal, presentation and written communication skills. In lieu of education, directly related experience can be substituted. Ability to travel required.

\* Cover letter required.

\* Position is dependent on grant funding, long-term employment will be reliant on ongoing funding renewal.

Revised: November 2018