



capital for healthy  
families & communities

## LOW INCOME INVESTMENT FUND

### DEPUTY DIRECTOR OF DEVELOPMENT

**Reports to:** VP for Development & Impact Investing

**Exempt Classification:** Exempt

**Status:** Regular, Full-Time

**Revision:** December 2018

#### POSITION SUMMARY

The Low Income Investment Fund (LIIF) is seeking a Deputy Director of Development (DDD). This is an exciting opportunity for a mission-driven, results-oriented leader to build-out LIIF's funding base. Reporting to the VP for Development and Impact Investing, LIIF's Deputy Director of Development is based in San Francisco and is responsible for the conceptualization and implementation of LIIF's fundraising strategies. The candidate will provide strategic direction, management and oversight in grant writing, funder cultivation, reporting, research and analysis and project/process management for the department. The DDD drives LIIF's multi-million dollar annual fundraising goal, working with philanthropic, corporate and public funders in support of LIIF's programs and national activities.

The Deputy Director of Development will be part of a broader internal team at LIIF that includes development, communications and impact investing. This person will work directly with LIIF's program team, national lending team and finance team.

The DDD directly supervises the Development Officer and provides oversight to the department's Program Associate.

LIIF, a 501c3, is one of the strongest Community Development Financial Institutions (CDFIs) in the country. We are dedicated to creating pathways of opportunity for low-income people and communities. Our leadership team and staff are fundamentally concerned with alleviating poverty and creating livable, healthy communities for all. Our internal culture promotes diversity, enables learning, fosters innovation, emphasizes excellence and prioritizes inclusion.

#### Essential functions:

##### Strategy, Management, and Work planning

- Working in collaboration with the VP, provide leadership and strategic direction for LIIF's fundraising department including work planning for activities and operations.

- Together with the VP, formulate annual funding goals and solicitation strategies for each program area, and national and regional activities, including the implementation of strategies to maintain and expand corporate, banking, foundation, public and individual funders.
- Evaluate new funding opportunities and make a go/no-go decision.
- Manage direct report, Development Officer, and provide oversight for department's Program Associate.

### **Funder Cultivation, Grantwriting and Prospecting**

- Formulate concept requests and develop pitches and cultivation strategies for funders in support of new LIIF activities and ongoing business endeavors.
- Lead grant requests to foundations, banks, government, corporations and others.
- Lead, manage and cultivate national and regional funder portfolio and develop strategy for new prospects.
- Coordinate the involvement of LIIF's Executive Team, Senior Management Team and Program Staff in fundraising activities.
- Work with finance team to create grant budgets.

### **Reporting and Impact**

- Manage LIIF's reporting function and oversee the production of reports to funder and investors, ensuring all reports are thorough, accurate and timely.
- Oversee LIIF's impact reporting systems in Salesforce and ensure integrity of impact data.
- Assess LIIF's impact methodology to ensure impact tracking methods and measurement methods are on pace with sector.

### **Lead and Support Government Applications**

- Lead federal applications to the CDFI Fund as needed by department.
- Lead or contribute to other large local or regional applications and RFP responses as needed by department.

### **Process and Project Management**

- Serve as primary Development contact for interdepartmental needs and requests.
- Provide direction to Development Officer for LIIF's grant management in Salesforce, tracking all relevant grant activities for the department, including managing the activities of the Department's Program Associate in keeping LIIF's grant records up to date in Salesforce.
- Project manage key initiatives for the department as needed.

### **Other Functions:**

Other duties as signed.

### **SKILLS REQUIRED:**

The ideal candidate has:

- a minimum of four-year college degree and at least seven years of progressive nonprofit development or comparable industry work such as community development
- demonstrated success in conceptualizing and implementing fundraising and development plans for multi-million dollar operational budgets
- in-depth knowledge of institutional fundraising, government grant opportunities and/or relationships with foundations, banks and corporations
- knowledge of the community development field and finance (preferred)
- a business mindset and facile with financial information and systems including budget management
- the ability to manage large, complex projects with multiple stakeholders, delivering on time
- the ability to synthesize multiple complex concepts and analyze research and data to form clear and compelling arguments appropriate for various audiences
- in-depth knowledge of current philanthropic environment and marketing best practices
- a commitment to the goals and mission of LIIF
- excellent verbal, presentation and written communication skills
- exceptional time management skills and an entrepreneurial spirit
- a high degree of self-motivation, dedication, flexibility and a team mindset

#### **HOW TO APPLY**

##### **Email cover letter with resume to:**

Jessica Standiford, Vice President, email: [jstandiford@liifund.org](mailto:jstandiford@liifund.org)

Subject line: Deputy Director of Development