



capital for healthy
families & communities

LOW INCOME INVESTMENT FUND

POLICY OFFICER

Location: Washington DC Office

Reports to: Managing Director of Federal Policy and Government Affairs

Exempt Classification: Exempt

Status: Regular, Full-Time

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, Washington, D.C. and New York. 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, early childhood education, fresh foods, education and other community initiatives.

POSITION SUMMARY

This position reports to the Managing Director of Public Policy and Government Affairs. The Policy Officer will be expected to devote up to one-quarter of his/her time to supporting state or local level policy and funding initiatives which are aligned with the Policy Officer's skill set and subject matter expertise. Deployment to support such initiatives shall be determined by the Managing Director in consultation with the Vice President for Development and Impact Investment or other designee of the Chief Executive Officer and the Chief Operating Officer or her designee. It is currently anticipated that a substantial portion of any such deployment will be to support the LIIF's early childhood education program and policy activities.

LIIF will focus its policy efforts on national legislation and programs central to its community development mission and program priorities, particularly in providing capital for housing, childcare, educational facilities, transit-oriented development, healthcare and other community facilities. In advocating for programs and policies that support its own activities, LIIF also supports the activity for all CDFIs as a nonprofit business model to provide capital for low income neighborhoods.

With general supervision from the Managing Director of Public Policy and Government Affairs, the Policy Officer will exercise significant discretion and judgement in implementing strategies to support a broad range of policy goals and activities to further LIIF's mission of investing in low-income communities. The Policy Officer will monitor legislative and policy developments, and represent LIIF as needed. Working with the Managing Director, the Policy Officer will draft correspondence and set up meetings with policy makers, and conduct research and analyze programmatic data in support of the



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policy goals of the organization. The Policy Officer will have supervisory responsibility for policy interns hired by LIIF. Finally, the Policy Officer will: 1) support LIIF's representation within the New Markets Tax Credit Coalition, either directly or through staffing other LIIF staff in their representative capacity; and 2) spearhead the on-going activities of the Charter School Lenders' Coalition (CSLC) and/or other trade organizations as needed, including supervising any policy consultants engaged in work on behalf of the CSLC.

REPORTING RELATIONSHIP: This position reports to the Managing Director of Federal Policy & Government Affairs.

MAJOR DUTIES AND RESPONSIBILITIES

Internal Responsibilities:

- Engage in advocacy in support of LIIF's strategic policy goals;
- Research legislation and policy areas important to LIIF's programmatic priorities;
- Draft talking points and brief LIIF staff on policy developments;
- Collaborate with colleagues across LIIF to enhance effectiveness of LIIF's policy program and assist with grant-writing and communication strategies
- Monitor housing, charter school, early childhood education, fresh food, tax, and transit-oriented development related legislation as assigned within the Policy team;
- Support the daily functions of the Charter School Lenders' Coalition and supervise consultants engaged in CSLC or related work, including mapping of public charter school investment utilizing various federal subsidies;
- Support Chief Operating Officer or her designee(s) on state or local policy and funding initiatives as directed --currently anticipated to focus substantially on LIIF's early childhood education program and policy activities.
- Up to ten percent of time to be spent directly providing or supervising dedicated LIIF employees, employees shared with other organizations, or consultants/temporary services personnel in providing general administrative support including:
 - Maintaining general organization of the office; ensure all supplies, reports and related materials are sufficiently stocked and updated;
 - Composing routine correspondence and respond via phone or letter to job related inquiries, or requests for information from outside parties, using the general guidelines provided by supervisor;
 - Setting up special events, including but not limited to LIIF Board meetings and local project site visits and tours. This will involve scheduling conference rooms and conference calls, tracking invitations, researching event sites, and assisting with organizing office events;
 - Completing special administrative projects; and
 - Performing other duties as assigned.



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- Assist with other Federal Policy and Government Affairs activities as required.

External Responsibilities:

- Represent LIIF in meetings with stakeholders and policymakers as needed;
- Attend and summarize Congressional hearings and other policy-related events;
- Support relationship-building meetings with public officials and participate in visits to Congressional offices; and
- Draft policy and advocacy materials that will educate stakeholders and policymakers.
- Draft materials to support state or local policy and funding initiatives as directed (currently anticipated to focus substantially on the geographic expansion of LIIF's program and policy activities.)

SKILLS REQUIRED:

The ideal candidate for this position will have these key qualifications:

- At least two years' professional experience, preferably in government affairs
- Familiarity with federal, state, and local government funding sources for capital and operating needs of charter schools, multi-family housing, special needs housing, and community facilities (e.g. child care centers, health and educational programs, etc.);
- Excellent skills in managing multiple tasks requiring strong attention to detail;
- Strong research, analytical and writing skills;
- Strong computer skills with Windows-based programs; and
- Ability to succeed in a fast paced environment.



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EDUCATIONAL REQUIREMENTS:

Educational background should include degree work in a relevant area of study such as political science, public policy, urban planning, economics or finance. A bachelor's degree is required although an advanced degree is preferred.

HOW TO APPLY:

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

Human Resources

Low Income Investment Fund

100 Pine Street, #1800

San Francisco, CA 94111

Or

Email: careers@liifund.org

Or

Fax: 415-772-9095

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Reviewed: October 2014