Low Income Investment Fund
Chief of Staff to President

Location: New York (strongly preferred)
Reports To: President

Classification: Exempt
Status: Regular, Full-Time

Apply Via: careers@liifund.org

POSITION SUMMARY
The Chief of Staff to the President (“the COS”) is a critically important role, enabling the President to work most effectively with internal and external stakeholders and fulfill her commitments to partners, funders, and the Board of Directors. This is not an administrative role, it is a strategic and facilitative one that requires a combination of focus and flexibility, as well as a willingness to play an active, behind-the-scenes role. The role requires a highly-resourceful individual with strong emotional intelligence, self-motivation, and strong analytical skills.

THE COMPANY
Low Income Investment Fund (“LIIF”) is a national nonprofit Community Development Financial Institution (CDFI), formed in 1984 and headquartered in San Francisco, California, with five offices across the country. LIIF has 80 full time employees. LIIF’s mission is to alleviate poverty by providing capital and technical assistance to integrated community development projects, serving as a bridge between the capital markets and low-income communities, attracting and directing private capital into under-invested areas. LIIF focuses on the “social determinants of health” via our work across housing, child care, education, health and transit-oriented development. Our capital and programmatic innovations and practices create models and templates that we utilize to inform and create policy at the federal / state / local levels, with the broader goal of systems change. LIIF’s mission is to maximize its impact in low-income communities, centering its commitment to equity through its social justice and equity mission statement (appended).

With a 35-year history, LIIF has deployed approximately $2.4 billion and served more than two million people and is among the largest and most successful of the CDFIs in the country. To date, total financings have resulted in the creation of 33.3 million square feet of community, commercial and fresh food retail space; 75,830 units of affordable housing; 364,750 slots in quality K-12 and early education facilities; and 151,723 jobs. LIIF has loan assets under management of $749 million. To date, LIIF has raised more than $1 billion in off balance sheet funds. LIIF received an issuer rating from S&P Global Ratings of “A-” with a Positive outlook, in addition to the highest possible ratings from AERIS.
JOB DESCRIPTION

POSITION: CHIEF OF STAFF TO PRESIDENT

REPORTING RELATIONSHIPS
The COS reports to the President. The COS is a member of the Community Investment Programs (CIP) leadership team, along with VP of National Programs, SVP Chief Credit Officer, VP of Structured Products and Capital Markets, and VP of Western Region and National Markets. The COS will assist the President maintain strong relationships with peers as well as direct reports. The CIP Division is comprised of 47 staff members with the following teams: National Programs, National Markets, Structured Products and Capital Markets, Risk.

SPECIFIC RESPONSIBILITIES

Key Meeting Preparation/Facilitation:
- Monitor closely with President’s Executive Assistant to remain apprised of/schedule upcoming President’s commitments
- Develop and maintain agenda and supporting items for Presidents standing CIP leadership team meetings
- For ad hoc internal and external meetings, confirm objectives for the meeting and recommend participants and best approach
- Prepare the President for internal and external meetings (via briefing memos or verbal prep sessions)
- Help ensure participants are aware of and prepared for the meeting
- Attend meetings, capture major take-a ways, and work with leadership team to ensure follow up
- Prepare President for Quarterly Board meetings, including drafting President’s Report and reviewing Board materials to issue in advance
- Represent the President as appropriate at select internal/external meetings

Workplans, Goals and Budgets:
- Support President in development of CIP annual departmental workplan and goals, including supporting and coordinating with CIP leadership team on their respective workplans.
- Track progress against President’s workplan and CIP workplan throughout the year
- Liaison with Finance and CIP leadership team in annual Budget process, supporting alignment and ensuring annual Budget process is followed in accurate and timely manner. This includes collecting required inputs from teams and completing first cut of Budget with Finance. Support President and directs in further refinements of Budget leading up to Board approval.
- Disseminate final Budgets to CIP staff.
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Project Coordination/Orchestration:
- Develop and maintain an inventory of critical path projects in which the President is especially interested and/or for which her awareness and involvement is essential. These would include both internal and external projects. COS may at times be called upon to manage communications and lead meetings in service of moving project towards completion.

- Work with CIP leadership staff to align their actions and communications in support of agreed upon goals. COS’s role will be to work with all leadership staff to ensure that the President’s needs are conveyed, that progress is being made in a timely way, and that any demands on the President’s schedule are understood and agreed upon. The COS will also work to ensure the CIP leadership team’s needs are conveyed to the President for consideration.

- Be prepared to apprise the President of project status and variations from schedule or scope

Leadership of Special Projects:
- Scope, plan and execute multiple, often quick-turnaround projects with minimal outside assistance. Present ideas for special projects that might facilitate the President’s/leadership’s objectives
- Work with appropriate stakeholders, including outside parties, to undertake analysis
- Present findings to President, Executive staff, or Board, as appropriate
- If necessary, oversee transfer of the project to other stakeholders within the organization

Communication
- Coordinate with Communications department to create inventory of upcoming communication “events”—including articles, columns, speeches, panel discussions, etc.
- Perform agreed upon work—including coordinating with others who might be involved; communication must be clear, concise, and compelling
- Prepare follow up correspondence for internal and external meetings, as directed by the President.
- Present timely work-in-progress updates to the President on the status of the communication materials mentioned above.
- Represent the President in outside forums that the President cannot attend.
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KNOWLEDGE, EXPERIENCE, SKILLS, AND ABILITIES REQUIRED

- 5+ years of non-profit, Foundation, or public sector experience.
- Strong written and oral communication skills
- Demonstrated ability to influence
- Passionate about equity and social justice
- Strong project management skills
- Demonstrated ability to work in a team environment, build consensus and problem solve
- High desire to work collaboratively with colleagues.

Other
- Bachelor’s degree required.

How to Apply:

If you are interested in applying to the Low Income Investment Fund, please mail or e-mail cover letter and resume to:

Low Income Investment Fund
Attn. Human Resources
50 California St., Suite 2900
San Francisco, CA 94111

E: careers@liifund.org

No phone calls or other LIIF email addresses please. Only candidates being considered for a position will be contacted.

LIIF’s Social Justice and Equity Statement

Social justice and equity are a lens, a value, a process and an outcome we seek to achieve. Achieving equity and justice requires an inclusive approach, empowering people, connecting with communities and transforming the systems that allocate power and resources in order to create communities where all people have equitable access to opportunity.

LIIF’s mission is poverty alleviation. Our impact pathways and program strategies are guided by a North Star, which holds that all people, no matter the circumstances of their birth, should have a chance to contribute their full potential to our nation’s well-being and to participate in our prosperity. We seek to use LIIF’s resources, programs, partnerships and collective voice toward this end.
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In our workplace, we strive to create a culture of inclusion that enables all employees to do their highest and best work to advance LIIF’s mission. We aim to have a workplace that embraces diversity in every way: race, gender, gender expression and identity, culture, ethnicity, religion, color, age, disability, sexual identity, sexual orientation, opinions and world views. We use these values as a lens through which we encourage our policies and practices to be formed.