LOW INCOME INVESTMENT FUND
PROGRAM AND POLICY OFFICER
EARLY CARE AND EDUCATION PROGRAM

Location: San Francisco
Reports to: National Director, Early Care & Education Programs
Exempt classification: Exempt
Status: Regular, full-time

Apply Via: careers@liifund.org

POSITION SUMMARY:
With general supervision from the National Director, Early Care & Education (ECE) Programs, the Program and Policy Officer will focus on California ECE facilities partnerships, policy and planning. The Program and Policy Officer will exercise significant discretion and judgement in implementing strategies to support a broad range of policy goals and activities to expand and sustain high quality ECE facilities throughout California, particularly in communities with the least access to high quality ECE and the highest concentrations of poverty.

The Program and Policy Officer will have a vital role as a champion and connector for ECE facilities in California. The Officer will develop cross sector partnerships at the state, regional and local level to promote and prioritize construction and preservation of ECE facilities in the areas of greatest need. They will also monitor and analyze legislative and policy developments, draft correspondence and set up meetings with policy makers, conduct research and analyze programmatic data in support of the policy goals of the organization. The Officer will staff statewide ECE efforts by coordinating and managing statewide and regional convenings and learning communities with ECE providers, intermediaries, developers and other key local and state stakeholders. The Policy Officer will support LIIF’s representation to the National Children’s Facilities Network and other trade organizations as needed, either directly or through staffing other LIIF staff in their representative capacity.

MAJOR DUTIES AND RESPONSIBILITIES:
Partnerships:
• **Collaboration**: Collaborate with colleagues across LIIF to enhance effectiveness of LIIF’s CA ECE facilities policy program and assist with grant-writing and communication strategies as needed;
• **Convenings**: Coordinate statewide and regional stakeholder convenings to exchange knowledge and amplify the CA ECE facilities voice in statewide and local policy;
• **Partners**: Identify and cultivate key CA ECE facilities public and private partners;
• **Manage consultants**: Select, engage, and manage consultants as needed for specialized services, in accordance with the program budget and timeline.
Policy:

- **Advocacy:** Engage in advocacy in support of LIIF’s strategic California ECE facilities policy goals;
- **Legislation:**
  - Research and monitor CA early childhood education related legislation;
  - Attend and summarize State legislative hearings and other policy-related events; and
- **Talking points:**
  - Draft talking points and brief LIIF staff on CA ECE facilities policy developments;
  - Draft policy and advocacy materials that will educate stakeholders and policymakers;
  - Draft materials to support state or local policy and funding initiatives as directed;
- **Legislative Visits:** Schedule and support relationship-building meetings with public officials and participate in visits to legislative offices.

Planning:

- **Data management:** Ensure accurate data tracking and reporting in Salesforce and other systems, research and compile information to inform planning for program and fund development
- **Impact reporting and analysis:** Track activities and outcomes and report to the DOE and funders; and
- **LIIF Financing tools and loan coordination:** Support National Director and lending staff to identify opportunities for financing Early Care & Education programs and provide support for underwriting as needed.

Other:

- **Fundraising:** Participate in fundraising activities as appropriate, including prospecting, relationship building, applications, and grant management
- **Collaboration:** Collaborate with the Lending team, and other departments at LIIF, as cross-department opportunities are identified
- **Meetings:** Represent LIIF in meetings with stakeholders and policymakers as needed; and
- **Coordination:** 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 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.
- **Other duties as required:** Support National Director and VP, Strategic Initiatives & Programs as needed.
SKILLS REQUIRED:
- At least five years’ experience, preferably in early care and education, public policy, government affairs, housing and community development or a related field;
- Excellent collaboration and partnership building skills;
- Familiarity with federal, state, and local government funding sources for early care and education, capital and operating needs of community facilities (e.g. early care and education programs, health and educational programs, etc.);
- Excellent skills in managing multiple tasks;
- Strong computer skills with Windows-based programs;
- Ability to succeed in a fast-paced environment;
- Strong organizational and time management skills, respect for deadlines, attention to detail and ability to work independently;
- Strong verbal and written communication skills;
- Aptitude in creative problem solving;
- Experience working with ECE programs or within an ECE setting is preferred;
- Ability and willingness to travel throughout California.

EDUCATION AND OTHER REQUIREMENTS:
Bachelor’s degree required, in a relevant area of study such as early care and education, public policy, community development, planning, or finance. Master’s degree preferred.

THE ORGANIZATION:
The Low Income Investment Fund is a non-profit community development financial institution, with headquarters in San Francisco and satellite 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 with resume to:
Human Resources
Low Income Investment Fund
50 California Street, Suite 2900
San Francisco, CA 94111
Or
Email: careers@liifund.org

LIIF, an EOE, believes that diversity ensures excellence

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