



LOW INCOME INVESTMENT FUND
DIRECTOR – WESTERN REGION

Location: San Francisco, Los Angeles
Reports to: VP, National Markets
Exempt Classification: Exempt
Status: Regular, Full-Time

THE COMPANY

The Low Income Investment Fund is a non-profit community development financial institution, that mobilizes capital and partners to achieve opportunity, equity and well-being for people and communities. LIIF innovates financial solutions that center racial equity to create more equitable outcomes for all by building and preserving affordable homes, quality educational opportunities from early childhood through higher education, health clinics, healthy food retail and community facilities. In this way, LIIF provides a bridge between private capital markets and communities. LIIF's headquarters is in San Francisco and has offices in Los Angeles, New York, Atlanta and Washington D.C.

POSITION SUMMARY:

Working under the direction of the Vice President of National Markets, the Director is the leader of LIIF's activities in the Western Region (Market), which includes California as the primary market and development of Oregon, Washington, and Colorado as expansion markets. The Director is accountable for positioning LIIF as a leader in the Market, particularly in the Bay Area, LIIF's headquarters, as well as in LA. This includes developing, managing and supporting locally-based funder and stakeholder relationships and, leading LIIF's efforts in California state-based affordable housing policy initiatives. The Director is also accountable for lending operating and financial performance for the Market. This includes achieving expected financial outcomes, including loan production, for these operations as developed in LIIF's strategic plan, annual work plans and budgets. The Director is responsible for managing a team of loan officers based in LA and SF.

REPORTING RELATIONSHIPS:

The Director will report to the VP, National Markets, who is based in San Francisco. Director will work closely with the Loan Officers, Underwriters, Asset Managers, and Loan Associates on transactions origination and closings. The Director will also work with colleagues in LIIF's Structured Products as well as Programs including the early childhood education group on community facilities loans, as well as with the SPARCC and Purpose Built Communities teams.

MAJOR DUTIES AND RESPONSIBILITIES



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The Director is responsible for implementing the strategic direction and lending activities within his/her region. The Director, in consultation with the VP, will develop a market coverage plan for the region.

Business/Lending Management: The Director is accountable for loan origination activities, including oversight of originating, structuring, underwriting and closing transactions. The Director is also responsible for the hiring and performance management of the direct report(s), as well as continuing staff development and training, all done in close coordination with Human Resources, the VP and the President.

Marketing and Business Development/Fundraising: The Director, working with LIIF's Development and Communications staff and the originations team, leads business development efforts within the region. The Director is responsible, directly and through the loan officer team, for developing and maintaining relationships with key community development stakeholders, including government officials, policy makers, customers, funders, and others. In some cases, the point person on these relationships may be the CEO, Chief Financial Officer, PRESIDENT, or VP, in which case the Director will coordinate with them and provide support as needed. The Director may also be responsible for fundraising for LIIF within the region.

Program Management and Development: The Director will be directly responsible for managing assigned program activity in her/his region. The Director may also be asked to assist the Executive Team and VP in the development and execution of new programs and initiatives. The Director may also be asked to replicate successful programs from other regions.

New Loan Product Development: The Director, working with the VP, CCO and PRESIDENT, assists in the creation of new loan products and assists the lending staff in designing, testing and implementing new loan products. New product development is intended to provide additional services to the community development field and to innovate as the needs of the field change.

Credit and Risk Management: The Director and VP will be required to work closely with the CCO and Manager of Asset Management to maintain portfolio quality and manage troubled assets within their region.

Financial Accountability: The Director will be fully accountable for the operating results of LIIF's lending program initiatives within the geographic regions. This includes bottom line performance, lending net income, self-sufficiency, and volume goals, including New Market Tax Credit goals; expense management; and goals contained in the lending program work plans and relevant goals within LIIFs strategic plan.



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Policy: Working with the Director of Federal Policy and Government Affairs, the Director may provide direction, input, guidance and support on local, state and national legislative and policy initiatives relating to LIIF's lending and program activities.

ATTRIBUTES

- Knows, through direct research and interaction with others in the field, the lending opportunities for affordable housing and community facilities, including charter schools, health clinics and fresh food retail, in the marketplace
- Understands how to present Low Income Investment Fund (LIIF) principles and products in such a way as to attract lending opportunities in the marketplace; in addition, understands other financial offerings in the marketplace and contributes findings such that LIIF's policy and product is effective and competitive within the context of the market
- Is able to create broad and deep relationships with developers of affordable housing, educational facilities and childcare facilities
- Is able to create partnerships with other financial services providers; consultants; equity providers; local government agencies and public officials; technical assistance providers; and other stakeholders involved in Community Development work
- Works toward building a book of business that provides sustainability to LIIF by attracting quality lending opportunities; proposing transactional structures; collaborating with Loan Officers as needed with relationship management; growing revenue; and balancing mission with credit quality
- Has experience with deal structuring for charter school, housing, and community facilities loans
- Serves as leader of LIIF's Western regions, across all functions, supporting programs managed on the West Coast including LIIF's Education, ECE and Policy work.
- Has strong charter school relationships
- Has familiarity with the New Markets Tax Credit (NMTC) program
- Supports the achievement of regional and overall Lending Work Plan goals
- Has experience managing a team who are at different levels.

SKILLS REQUIRED:

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

- Strategic thinker with strong relationship skills
- Strong marketing, organizing and time-management skills
- Experience in real estate-based lending, including deal structuring, and risk mitigation
- Experience in underwriting complex affordable housing and/or charter school transactions is preferred



- Proficiency in analyzing financials of nonprofit organizations and real estate operations (in particular, rental housing and community facilities) preferred
- Familiarity with federal, state, and local government funding sources for capital and operating needs of multi-family housing, special needs housing, and community facilities (e.g. child care centers, educational programs, etc.)
- Working experience with both private sector financial institutions and public agencies
- Computer aptitude, including knowledge of Microsoft Office Suite Programs, and other database software
- Excellent skills in managing multiple tasks requiring strong attention to detail
- Self-motivation, dedication, and flexibility

EDUCATIONAL AND OTHER REQUIREMENTS:

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

- Minimum of 10 years of progressive experience in the community development and/or lending field;
- Strong lending/credit skills;
- Ability to think strategically and create and execute on a business plan;
- Prior experience managing staff;
- Strong marketing, organizing and time-management skills;
- Excellent skills in managing multiple tasks requiring strong attention to detail;
- Self-motivation, dedication, and flexibility; and
- Willingness to travel across the state, as well as nationally.

Educational background should include degree work in a relevant area of study such as real estate, urban planning, business administration or finance. A bachelor's degree is required although an advanced degree is preferred. In addition, the position requires a high degree of self-motivation, dedication, creativity, and perseverance; flexibility with time and willingness to accept a demanding (and personally satisfying) position. Excellent teamwork and strong time management skills are essential. Travel in the region is required and may be frequent. National travel will also be required and connected with attending and speaking at national convenings and conferences, LIIF Board meetings, and other activities.

The ideal candidate has a proven track record in community development finance, product and initiative development, as well as internal and external relationship development. The individual has a clear passion for work in low-income communities, including 8 or more years of experience in lending, ideally with charter schools, health facilities, businesses improving access to healthy foods or community facilities serving low-income populations, and the ability to translate that passion into action. Knowledge of CDFI Fund programs, New Markets Tax Credits (NMTC) and best practices at other CDFIs or Community Development



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Banks is beneficial. Candidates should have demonstrated strong leadership and management experience of large diverse teams.

Diversity candidates are encouraged to apply

How to Apply:

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

Low Income Investment Fund
Attn. Human Resources
49 Stevenson Street, Suite 300
San Francisco, CA 94105

E: careers@liifund.org

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