Low Income Investment Fund
Director, Financial Planning & Analysis

Location: San Francisco, New York, Washington, D.C., Los Angeles, Atlanta
Reports to: Chief Financial Officer
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
The Director of Financial Planning and Analysis (“Director”) reports to the Chief Financial Officer of the Low Income Investment Fund (the "Company" or “LIIF”) and is responsible for providing organizational leadership for the financial planning and analysis and the reporting function. The role includes enterprise-wide annual and long-term (three to five year) planning, budgeting and related forecasting processes, monitoring revenue and expense trends and analyzing variances. This role will also be responsible for providing timely, in-depth reporting and analysis of performance against budget, forecasts and cash flows and the effects on the financial and operational activities of the Company.

REPORTING RELATIONSHIPS
The position reports to the Chief Financial Officer and works closely as a Business Partner to the Lending, Asset Management and Development Teams, and with the Corporate Accounting and Treasury Teams and will interact extensively with LIIF staff and outside constituents. The Director will have one direct report, a Financial Analyst.

ESSENTIAL FUNCTIONS:
• Lead the preparation of the annual budget and provide analysis and recommendations to management on budget decisions including portfolio assumptions (originations, repayments, yields, cost of funds), grant income, personnel and consultant expenses, fundraising, allocations and other corporate expenses.
Serve as the business manager of financial planning application, Adaptive Planning, maintain and develop new functionality to make the budgeting and business forecasting process more efficient, as well as provide ongoing budget support to LIIF staff.

Work closely with cross-functional teams and leaders to evaluate the organization’s actual performance against budget, forecasts, prior year results or other company initiatives/priorities and recommend opportunities for improvements and operating efficiencies.

Oversee and lead the long-term (three to five year) operating planning and budgeting (including capital expenditures) function (inclusive of timing, communication, planning application, allocations, headcount analysis and reporting).

Develop and manage a budget review process for all corporate cost centers to review performance results during the fiscal year and provide monthly forecasts against budget as guidance to senior leadership.

Manage process for non-operating grants, including program specific grants as well as CDFI Fund awards and allocations. For grant applications, provide guidance to staff in the preparation of application budgets, and determine how new grants will fit into existing program P&Ls. Provide regular support and review to grant cost centers on their P&L.

Rationalize and maintain data consistency between accounting, lending and financial planning application (Adaptive Planning).

Collaborate with Treasury in preparing capital/liquidity forecast and prepare key information for the monthly financial statement reports, including capital forecast, business forecast and key performance indicators, distributed to senior leadership and the Board of Directors.

Prepare and monitor covenant calculations in accordance with the Company’s lending agreements for review and approval by the CFO and respond to lenders’ inquiries on covenant compliance.

Collaborate with Treasury in the capital raising process, on cash flow management, and in asset/liability management.

Respond to ad hoc and routine requests to meet the information requirements of management and business leadership for financial or operational issues.

Requirements

- Bachelor’s Degree in Business Administration with emphasis in Accounting or Finance.
- Required knowledge and skills would typically be acquired through a degree in finance, accounting and/or operations management and 5 + years of accounting, financial analysis and planning and other business operations experience.
- Industry experience in a not-for-profit or the financial services industry with a broad knowledge and management of financial management and analysis function within these industries is strongly preferred.
- Demonstrated effectiveness and skills in multi-department planning, budgeting, forecasting, allocations, and reporting.
- Proven ability to develop and implement analysis, processes, policies and procedures for these functions.
• Excellent leadership, collaboration, and communication (verbal and written) skills with the ability to interface with, and influence, multiple diverse constituencies.
• Ability to implement and maintain effective and robust software systems, models and other analytical tools to accomplish the required responsibilities and accountabilities.
• Prior experience with Adaptive Planning strongly preferred.
• Experience with MIP will be an advantage.
• Excellent Excel and database skills including pivot tables, vlookups and, macros.
• Strong ability to write and communicate effectively.
• Flexibility to adapt to a rapidly changing environment.
• Ability to manage multiple responsibilities and set priorities.
• Individual must be committed to LIIF’s mission.

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.

LIIF, an EOE (Equal Opportunity Employer), believes that diversity ensures excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender, or national origin.