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## LOW INCOME INVESTMENT FUND

### DEPUTY DIRECTOR OF DEVELOPMENT

**Reports to:** VP, Development & Impact Investing

**Exempt Classification:** Exempt

**Status:** Regular, Full-Time

**Location:** San Francisco, New York, Washington D.C., Los Angeles, Atlanta

(preference for San Francisco but open to other LIIF office locations)

#### THE COMPANY:

The Low Income Investment Fund is a non-profit community development financial institution (CDFI), 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.

This is an exciting time to join LIIF. We have recently announced a [new strategic plan](#) which charts a course for the organization through 2024, with a focus on growing our impact in three key areas: impact-led lending, affordable housing and early care and education (ECE). Our three focus areas are where low-income communities and communities of color face deep inequities and where we believe we can make the most significant impact on people's long-term well-being and opportunities for economic mobility. Our racial equity approach will be embedded across these areas and focused explicitly on generating more equitable outcomes in the communities we serve.

#### POSITION SUMMARY:

LIIF is seeking a Deputy Director of Development (DDD). This is an exciting opportunity for a mission-driven, results-oriented leader to build-out LIIF's funding base. Reporting to the VP, of Development and Impact Investing, LIIF's Deputy Director of Development is responsible for the conceptualization and implementation of LIIF's fundraising strategies. The candidate will provide strategic direction, management and oversight in grant writing, funder cultivation, reporting, research and analysis and project/process management for the department. The DDD drives LIIF's multi-million-dollar annual fundraising goal, working with philanthropic, corporate and public funders in support of LIIF's programs and national activities.



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The Deputy Director of Development will be part of a broader internal team at LIIF that includes development, policy, communications and innovation. This person will work directly with LIIF's program team, national lending team and finance team.

The DDD directly supervises the Development Associate.

## **CORE RESPONSIBILITIES:**

### **Strategy, Management, and Work planning**

- Develop institutional fundraising strategy for LIIF's [new strategic plan](#), which centers racial equity.
- Working in collaboration with the VP, provide leadership and strategic direction for LIIF's fundraising department including work planning and operations.
- Together with the VP, formulate annual funding goals and solicitation strategies for each program area, and national and regional activities, including the implementation of strategies to maintain and expand corporate, banking, foundation, public and individual funders.
- Evaluate new funding opportunities and make go/no-go decisions.
- Manage direct report, Development Associate, and oversee LIIF's grant management systems (Salesforce).

### **Funder Cultivation, Grant writing and Prospecting**

- Formulate concept requests and develop pitches and cultivation strategies for funders in support of new LIIF activities and ongoing business endeavors.
- Lead grant requests to foundations, banks, government, corporations and others.
- Lead, manage and cultivate national and regional funder portfolio and develop strategy for new prospects.
- Coordinate the involvement of LIIF's Executive Team, Senior Management Team and Program Staff in fundraising activities.
- Work with finance team to create grant budgets.

### **Reporting and Impact**

- Manage LIIF's reporting function and oversee the production of reports to funder and investors, ensuring all reports are thorough, accurate and timely.
- Oversee LIIF's impact reporting systems in Salesforce and ensure integrity of impact data.
- Manage LIIF's quarterly impact report.



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### **Lead and Support Government Applications**

- Lead federal applications to the CDFI Fund as needed by the department.
- Lead or contribute to other large local or regional applications and RFP responses as needed by department.

### **Process and Project Management**

- Serve as primary Development contact for interdepartmental needs and requests.
- Provide direction to Development Associate for LIIF's grant management in Salesforce, tracking all relevant grant activities for the department, including managing the activities of the Department's Program Associate in keeping LIIF's grant records up to date in Salesforce.
- Project manage key initiatives for the department as needed.

### **EXPERIENCE AND OTHER REQUIREMENTS**

The ideal candidate has:

- 7-10 years' experience in development and fundraising
- Lived experience living or working in communities of color & other communities facing systemic inequities.
- Experience with fundraising to support racial equity programs and/or other community development programs (housing, early care and education, others)
- demonstrated success in conceptualizing and implementing fundraising and development plans for multi-million-dollar budgets.
- in-depth knowledge of institutional fundraising, government grant opportunities and/or relationships with foundations, banks, and corporations
- knowledge of the community development field and finance (preferred)
- the ability to manage large, complex projects with multiple stakeholders, delivering on time
- the ability to synthesize multiple complex concepts and analyze research and data to form clear and compelling arguments appropriate for various audiences.
- in-depth knowledge of current philanthropic environment and marketing best practices
- a commitment to the goals and mission of LIIF
- excellent verbal, presentation, and written communication skills
- exceptional time management skills and an entrepreneurial spirit
- a high degree of self-motivation, dedication, flexibility, and a team mindset



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## 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  
49 Stevenson Street, Suite 300  
San Francisco, CA 94105  
Attn. Human Resources, Deputy Director of Development

- E: [careers@liifund.org](mailto: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.