



capital for healthy
families & communities

LOW INCOME INVESTMENT FUND
Director, Grants Management and Operations

Location: San Francisco, Los Angeles, New York, Atlanta, or Washington, DC

Reports to: Senior Vice President, National Programs (SVP)

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, Grants Management and Operations (Director) reports to the Senior Vice President of National Programs (SVP), who oversees all programs and strategic initiatives. The Director is responsible for managing the budgeting, administrative, and compliance processes for grants and contracts for the Programs team of the Low Income Investment Fund (LIIF).

The Director is responsible for efficient and compliant management of the philanthropic grants and public sector contracts that fund the work of LIIF's Programs team. This position requires financial analysis, problem solving, and relationship building skills. It requires the ability to lead projects, collaborate across teams, and analyze financial and impact data. The Director will serve as liaison between the Programs team and Finance, IT, Development, and other departments as needed to ensure efficient and economically sustainable operations relating to receiving and deploying program-related capital. The Director is also expected to contribute to the effectiveness and efficiency of LIIF's operations, and to improve processes and grow internal capacity to address future growth and improvement for the organization.



The ideal candidate will have broad knowledge of public and private grant and contract management; a team and service-oriented approach to working with colleagues, funders, and partners; a commitment to proactively problem solving; and an interest in being part of an organization committed to creating communities of opportunity, equity and well-being. Direct experience with state and local agency, foundations, and other funders is a plus.

ESSENTIAL FUNCTIONS:

Project manage and track the life-cycle of grants and contracts, with special attention to budgets, invoicing, and staff allocation; including budgets for proposals and RFPs, grant agreement approval, implementation, reporting, compliance, and data evaluation.

- Prepare grant and contract budgets for proposals, RFPs, and internal use. Manage budgets throughout grant/contract period, collaborate with Finance on funding releases, invoices, and reporting.
- Ensure grants/contracts are released as planned, invoices are complete and timely, and payments are received.
- Assist with staff allocations to grants and contracts, ensuring funding for staff is optimized.
- Collaborate with Finance, Development, Legal, and other departments to ensure grants and contracts are appropriately vetted, approved, and budgeted.
- Lead the creation of an economic model to assess economics of grants and contracts, determine funding coverage for each program, consider indirect and allocated costs, advise on economic risks.
- Use data from economic model to consider requirements of grants and contracts on all organizational departments, consult and collaborate across departments to ensure adequate funding and staffing for all programmatic and support efforts required.
- Work closely with all departments throughout the life of the grants/contracts to ensure compliance. Track grant/contract deliverables, monitor compliance and alert team with concerns.
- Collaborate with Finance and Development on grant/contract reporting, ensure timely and accurate financial reports.
- Collaborate with IT to improve and optimize use of technology systems to support Programs.
- Support Development and Program teams on collecting and evaluating impact metrics, providing regular updates on milestones.
- Ensure responsiveness to internal programs and departments and external partners and funders.
- Assist Finance and Programs teams with audits related to grants and contracts. Respond as needed to all audit requests.



- Coordinate and oversee the development and dissemination and implementation of policies and procedures related to grants and contracts.
- Support the Programs and other teams with efficient and effective technology and systems for tracking grants and contracts.
- Support the Programs and Finance teams with internal tracking and reporting on grants and contracts.
- Ensure relevant data tracking systems are accurate and up to date.
- Develop training and provides coaching to program staff on organization and department procedures.

SKILLS REQUIRED:

- Analytical, problem solving, communication, and organizational skills
- Commitment to collaboration and teamwork
- Demonstrated familiarity with government and nonprofit contracts and grants
- Demonstrated knowledge of budgeting, finance, and nonprofit accounting
- Demonstrated ability to improve business processes (through the use of new technologies where necessary)
- Ability to manage multiple projects, prioritize, work under pressure, and deliver on deadlines
- Ability to present complex information in a clear, compelling way to people at all levels of the organization
- Ability to manage confidential material and systems with trust and integrity.
- Strong problem-solving skills with proven ability to take initiative and persevere through challenges with optimism and creativity.
- Ability to set and achieve goals and effectively allocate limited resources.
- Proficient in Excel and PowerPoint required
- Proficient in Salesforce preferred

COMPETENCIES / ATTRIBUTES:

- Dedicated self-starter who is accustomed to taking the initiative, driving toward results, and has a high degree of self-motivation, creativity, and perseverance
- Effective written and oral communication skills. Direct and open communication style.
- Strategic thinker with demonstrated imagination and flexibility
- Professional in demeanor, actions, and attitude toward external audiences and colleagues



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- Must be committed to, and find passion in, LIIF's mission. Must have a desire to join a nonprofit organization and advocate on behalf of LIIF and the communities it serves.
- A basic knowledge of CDFIs and community development is preferred

OTHER REQUIREMENTS:

- Experience/Education: A Bachelor's degree or equivalent is required; a Master's degree in business administration, public administration, or related field preferred
- Minimum of seven (7) years of professional experience in the field of contracts and/or grants
- Accounting and/or Finance experience and knowledge preferred

HOW TO APPLY

Forward **cover letter** with **resume** to:

Human Resources

Low Income Investment Fund

49 Stevenson Street, Suite 300

San Francisco, CA 94105

Email: careers@liifund.org or

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.