



capital for healthy
families & communities

PROGRAM OFFICER - CHILD CARE FACILITIES FUND

Location: San Francisco Office

– Position will remain remote until office reopens

Reports to: Western Region Director, Early Care and Education Program

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 Program Officer performs the following tasks: (1) launch a new zero interest loan program as part of Covid Pandemic relief, 2) administers a grant program to support the creation, enhancement, or maintenance of childcare spaces in centers and/or family child care homes; (3) provides technical assistance on facilities and business support to individuals and organizations seeking to create or enhance child care centers and/or family child care homes serving low income children. The Program Officer will work directly with the Child Care Facilities Fund (CCFF), a public-private partnership designed to improve and expand the licensed child care supply. The work will focus in San Francisco, and may expand to other areas of California.

REPORTING RELATIONSHIPS:

The Program Officer will report directly to the Western Region Director, Early Care and Education Program and work with the broader Child Development and LIIF teams.



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ESSENTIAL FUNCTIONS:

Administer Grants to Child Care Programs:

- Launch new zero interest loan program to Centers and FCCs.
- Administer an extensive grant program that supports licensed childcare centers and/or family childcare homes to create, enhance, or preserve child care spaces
- Review applications submitted by childcare programs, conduct site visits to potential grantees.
- Maintain grant eligibility pipeline lists.
- Outreach to and support child development programs to access grants.
- Provide facility support for childcare facility capital projects
- Monitor grants.

Provide Training and Technical Assistance to Potential Child Care Providers:

- Provide training and technical assistance on topics such as physical environments, business, and any other topics consistent with CCFF and LIIF's mission of supporting the provision of long-term high-quality childcare.
- Help childcare providers secure funding to meet their capital needs.
- Develop, update and disseminate written material on regulatory, planning, building code and funding requirements for licensed childcare centers and/or family childcare spaces.
- Develop, update, and disseminate written material on business issues pertaining to the successful long-term operation of a child care facility

Coordinate Child Care Site Related Activities with City and Community Agencies:

- Work closely with city and county agencies and nonprofit housing developers when appropriate to identify childcare facility needs, identify potential childcare sites, and coordinate activities to utilize those sites
- Work closely with OECE, Community Care Licensing, Fire, Building, and Planning Departments to support the expansion or renovation of childcare spaces.



Impact Analysis and Data Management

- Produce and maintain relevant data and reports on childcare needs and capacity, including maintaining a development pipeline, a site inventory by neighborhood and populations served, and an analysis of service demand by neighborhood and population.
- Track program outcomes and impact including maintenance of databases.

Other Duties as Assigned

SKILLS REQUIRED:

The position requires demonstrated skills, knowledge, and experience in the following areas:

- Proven leadership, advocacy and systems change skills in childcare.
- Knowledge of California childcare licensing and government funding regulations
- Experience providing training and business technical assistance to childcare providers or small businesses.
- Knowledge or willingness to learn of planning and building codes as they relate to childcare or community facilities.
- Command or interest in facilities construction, management issues, project management, and cost estimating
- Ability to work with individuals and groups with diverse interests and needs including partner organizations in the public and private sector.
- Good oral and written communication skills (bilingual preferred)
- Willingness to travel to the SF office once the pandemic lifts, travel throughout San Francisco County and the Bay Area, and work some evening and weekend hours.
- Ability to work independently with minimal supervision.
Strong understanding of technology, cloud-based systems and data base systems. Experience using Salesforce a plus.

EDUCATIONAL AND OTHER REQUIREMENTS:

A Bachelor's degree is required in a relevant area of study such as early care and education, architecture, planning, business administration, public administration, management, or finance. An advanced degree is preferred. Strong time management skills and a respect for deadlines is required, as is a genuine personal commitment to LIIF and CCFF's mission.



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HOW TO APPLY:

Forward **cover letter with
resume to:**

Human Resources

Low Income Investment Fund

49 Stevenson Street, Suite 300

San Francisco, CA 94105

Or

Email: 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.