



## **PROGRAM OFFICER – EARLY CARE AND EDUCATION**

**Location:** San Francisco Office – Position will remain remote until June 2022

**Reports to:** Team Leader, 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, with headquarters in San Francisco and offices in New York, Los Angeles, Washington, D.C. and Atlanta. LIIF builds healthy communities by bridging the gap between private capital markets and low-income neighborhoods. LIIF is a steward for capital invested in affordable housing, child care, health care, education and other community initiatives.

### **POSITION SUMMARY:**

The Program Officer performs the following tasks: (1) administers a grant program to support the creation, enhancement, or maintenance of child care spaces in centers and/or family child care homes; (2) 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 Team Leader, Early Care and Education Program and work with the broader Early Care and Education and LIIF teams.

### **ESSENTIAL FUNCTIONS:**

#### **Administer Grants to Child Care Programs:**

- ) Administer an extensive grant program that supports licensed child care centers and/or family child care homes to create, enhance, or preserve child care spaces
- ) Review applications submitted by child care 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 child care 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 child care
- ) Help child care providers secure funding to meet their capital needs
- ) Develop, update and disseminate written material on regulatory, planning, building code and funding requirements for licensed child care centers and/or family child care 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 child care facility needs, identify potential child care 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 child care spaces

**Impact Analysis and Data Management**

- ) Produce and maintain relevant data and reports on child care 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 child care
- ) Knowledge of California child care licensing and government funding regulations
- ) Experience providing training and business technical assistance to child care providers or small businesses.
- ) Knowledge or willingness to learn of planning and building codes as they relate to child care 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.

**HOW TO APPLY**

Forward **cover letter with resume** to:

**Human Resources**

**Low Income Investment Fund**

**49 Stevenson Street, Suite 300, San Francisco, CA 94105**

**Via email: [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.*